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EOC VISITOR CONTROL PROCEDURES

Visitors wishing to enter the Emergency Operations Center during an actual emergency or disaster must fill out a Visitation Request Form (**see Forms Section**), which may be obtained at the Police Department's Desk Officer – 2nd floor of the Police Department.

All Visitation Request Forms will be reviewed by the Deputy Emergency Services Director. Only those visitors whom the Deputy Emergency Services Director determines will benefit the emergency operations effort will be allowed into the Emergency Operations Center. This might include, but is not limited to officials, representatives from other cities, etc.

Extracted from the California Emergency Plan

**ORDERS AND REGULATIONS WHICH MAY BE
SELECTIVELY PROMULGATED BY THE GOVERNOR
DURING A STATE OF EMERGENCY**

Order 1 (Employment)

It is hereby ordered that the period of employment for State Personnel Board emergency appointments, as provided in Section 19120 of the Government Code and State Personnel Board Rules 301-303, be waived for positions required for involvement in emergency and/or recovery operations. The requirements and period of employment for such appointments will be determined by the Director, California Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 2 (Medical Supplies)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all drugs and medical supply stocks intended for wholesale distribution shall be held subject to the control and coordination of the Department of Health Services, Food and Drug Section. Authority imparted under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Order 3 (Salary Payment)

It is hereby ordered that during the proclaimed State of Emergency appropriate parts of Sections 18020-18026 of the Government Code and State Personnel Board Rules 130-139 be waived to permit cash compensation to personnel whose work is designated by the Director, California Office of Emergency Services, as essential to expedite emergency and recovery operations for all time worked over the employee's regular workweek, at a rate of 1-1/2 times the regular rate of pay. The Director, Office of Emergency Services, will also designate the beginning and ending dates for such overtime for each individual involved. This waiver shall not extend beyond the termination date of said State of Emergency.

Order 4 (Bonding)

It is hereby ordered that, in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, the provisions of Sections 3247-3258 of the Civil Code relating to state contracting bonding requirements for the performance of heavy rescue, debris removal, expedient construction, preparation of mobile home sites, and related activities are suspended. This suspension shall not extend beyond the termination date of said State of Emergency.

Order 5 (Temporary Housing)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, those zoning, public health, safety, or intrastate transportation laws, ordinances, regulations, or codes which the Director, California Office of Emergency Services, determines impair the provision of temporary housing be suspended for a time not to exceed 60 days, after the proclaimed State of Emergency and authorization by the President upon the declaration of a Major Disaster for the Temporary Housing Program as prescribed in Section 404 of Public Law 93-288 and Section 8654(a) of the Government Code.

Order 6 (Petroleum Fuels)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, distribution of intra-state petroleum stocks including those in refinery storage, major distribution installations and pipeline terminals, shall be held subject to the control and coordination of the Energy Resources Conservation and Development Commission. Petroleum stocks may be prioritized and diverted for use into a disaster area or in support of disaster mitigation operations. Any and all actions taken shall be at the discretion and judgment of the State Fuel Allocator, California Energy Commission, for use in disaster mitigation. Such actions shall be coordinated with and prioritized by the Director, Office of Emergency Services, but shall not extend beyond the termination date of said State of Emergency.

Order 7 (Banking)

It is hereby ordered that in the area proclaimed to be in a State of Emergency and/or that specific area(s) designated by the Director, California Office of Emergency Services, outside of the proclaimed area(s) but which is (are) essential to the relief and aid of the lives and property within the proclaimed area, all banks will take emergency operating actions pursuant to Section 1916 of the Financial Code. Actions taken under this Order, and specific to the proclaimed emergency, shall not extend beyond the termination date of said State of Emergency.

Extracted from the California Emergency Plan

**ORDERS AND REGULATIONS PROMULGATED BY THE
GOVERNOR TO TAKE EFFECT UPON THE EXISTENCE OF A
STATE OF WAR EMERGENCY**

Order 1 (Orders and Regulations in Effect)

It is hereby ordered that the following orders and regulations, numbered 2 through 12, having been duly made in advance of a State of War Emergency, approved by the California Emergency Council, and filed with the Secretary of State and the county clerk of each county, shall take full effect upon the existence of a State of War Emergency and shall remain in full force and effect until amended or rescinded or until termination of said State of War Emergency. (See Section 8567(a), (b), and (d), State Emergency Services Act.)

Order 2 (Warning)

It is hereby ordered that, immediately upon the existence of a State of War Emergency, all counties, cities and counties, and cities of the State will immediately sound the indicated warning signal and/or take all other appropriate actions to warn residents. The warning signals necessary to effectuate this action shall be those prescribed by the Federal Government for this purpose.

Order 3 (Authority and Implementation under State of War Emergency)

It is hereby ordered that the Director of the Office of Emergency Services is authorized and directed to act on behalf of the Governor and in the name of the State of California in implementing and operating the California War Emergency Plan; and he is authorized to assume command and control of operations within the state in accordance with such plan, insofar as adherence to such plan is adequate, and to deviate from such plan, as directed by the Governor or to the extent and in such manner as he may deem necessary for the protection of life, property, and resources of or within the state against unforeseen circumstances or hazards which, by reason of their character or magnitude, are beyond the scope of such plan; and

It is further ordered that the Director of the Office of Emergency Services is authorized to delegate such powers as are herein granted, or as authorized under Article 5 of the California Emergency Services Act, to personnel of his office as he may deem necessary, and such personnel may act on behalf of and in the name of the Director of the Office of Emergency Services in carrying out any authority so delegated.

Order 4 (Personnel)

It is hereby ordered that all public employees or persons holding positions of responsibility in the State or in accredited local emergency organizations, and all registered disaster service workers, and all unregistered persons impressed into service during a State of War Emergency by a person having the authority to command the aid of citizens in the execution of his duties, are hereby declared to be members of the Statewide War-Emergency Organization; and

It is further ordered that all officials of local political subdivisions of the State and all registered disaster service workers who perform duties in the State or Regional emergency operations headquarters are hereby declared to be personnel of the State War-Emergency Organization for the period of the State of War Emergency, subject to the direction of the Governor, the Director of the Office of Emergency Services, and/or the Manager of the regional headquarters to which such persons are assigned or attached; and

It is further ordered that all officials and registered disaster service workers heretofore designated as Coordinators or as staff personnel of Operational Area organizations, which have been ratified by the California Emergency Council, are hereby declared to be personnel of the State War Emergency Organization.

Order 5 (War Powers)

It is hereby ordered that the governmental functions for the protection of lives, property, and resources of the State and of every political subdivision thereof shall continue in full force and effect, and all duly constituted officials of the State and of every political subdivision thereof shall continue to discharge their responsibilities and shall comply with, enforce, and assume the responsibility for implementing such regulations and orders not inconsistent with or contradictory to rules, regulations, or orders issued by the President of the United States or the Commanding General, Sixth United States Army, as are now or may hereafter be promulgated by the Governor, in accordance with approved plans and procedures.

Order 6 (Sales Restrictions)

It is hereby ordered that, in accordance with national and state policy, as reflected in the General Freeze Order, Part A, California Emergency Resources Management Plan, all retail sales and transfers of consumer items are prohibited for a period of at least five days following the onset of a State of War Emergency, except for the most essential purposes as determined by federal, state, or local authorities and except for essential health items and perishables in danger of spoilage.

Order 7 (Alcohol Sales)

It is hereby ordered that the sale of alcoholic beverages shall be discontinued immediately.

Order 8 (Petroleum Sales)

It is hereby ordered that all petroleum stocks for California distribution, including those in refinery storage, major distributing installations, and pipe line terminals, shall be held subject to the control of the State Petroleum Director; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for petroleum products shall operate in accordance with rules and regulations prescribed by the State Petroleum organization as outlined in Part B-VII of the California Emergency Resources Management Plan.

Order 9 (Food Sales)

It is hereby ordered that all wholesale food stocks, including those under the control of processors, wholesalers, agents and brokers, be held subject to the control of the State Food Director, except that:

- (1) Fresh fluid milk, fresh vegetables, and bread are not subject to this order; and
- (2) Supplies necessary for immediate essential use, on the basis of 2000 calories per person per day, of persons in homes or in mass care centers, restaurants, hotels, hospitals, public institutions, and similar establishments feeding approximately 100 persons or more per day, may be obtained from wholesale and/or retail sources upon approval by local authorities operating in accordance with existing state and federal food supply policies; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for food stocks shall operate in accordance with rules and regulations prescribed by the

State Food Organization as outlined in Part B-III of the California Emergency Resources Management Plan.

Order 10 (Medical Supplies)

It is hereby ordered that all drugs and medical supply stocks in California, intended for wholesale distribution, shall be held subject to the control of the Chief, State Emergency Medical and Health Organization; and

It is further ordered that, following the period of prohibition of sales imposed by Order 6, retail outlets for drugs and medical supplies shall operate in accordance with rules and regulations prescribed by the State Emergency Medical and Health Organization as outlined in Part B-IV of the California Emergency Resources Management Plan.

Order 11 (Banking)

It is hereby ordered that all banks will take emergency operating actions pursuant to Sections 1915 and 1916 of the Financial Code.

Order 12 (Rent Control/Rationing)

It is hereby ordered that, pursuant to the California Emergency Resources Management Plan, Part B-II, Economic Stabilization, and in conjunction with the lifting of the General Freeze Order as referred to in Order 6, price and rent control and consumer rationing will be invoked and administered by the State Economic Stabilization Organization. Rationed items may include those identified in the list of essential survival items contained in Part A, California Emergency Resources Management Plan, and such other items as may be in short supply.

LOCAL AND STATE EMERGENCY PROCLAMATIONS

LOCAL EMERGENCY PROCLAMATIONS/RESOLUTIONS

When there is a condition of extreme peril or potential peril to the safety of persons and property, and the condition is beyond the capability of the local forces to control effectively, the local governing body (City Council, Board of Supervisors or a person authorized by ordinance) may proclaim that a local emergency exists. A local emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, earthquake, epidemic, drought, sudden and severe energy shortage, or other condition. The type of disaster, date of occurrence and area affected are to be identified. (See examples of local emergency proclamations/resolutions in **Exhibits 1, 2 and 3.**) A copy of the resolution must be provided to the Los Angeles County Operational Area for transmission to CalOES.

To qualify for assistance under the state California Disaster Assistance Act (CDAA), such proclamations must be made within 10 days of the event.

The governing body must review the need for continuing the Local Emergency Proclamation **at least every 30 days.**

The Proclamation of a Local Emergency:

- Gives public employees and governing bodies certain legal immunities for emergency actions taken.
- Enables local agencies to request state assistance under the State CDAA.
- Allows the chief executive or other authorized official designated by local ordinance to:
 - Establish curfews.
 - Take any measures necessary to protect and preserve public health and safety.
 - Exercise all authority granted by local ordinance.

LOCAL RESOLUTION REQUESTING STATE DIRECTOR, OFFICE OF EMERGENCY SERVICES, CONCURRENCE IN LOCAL EMERGENCIES

Following the proclamation of a local emergency, the governing body may request the State OES Director to concur in their proclamation of a local emergency and to provide assistance under the California Disaster Assistance Act (CDAA). The resolution must indicate the nature and date of the emergency, and the person designated to receive, process and coordinate all aid. The resolution will be sent to State Secretary of Emergency Management through the Los Angeles County Operational Area (see **Exhibit 6**).

To assist the State Secretary of Emergency Management in evaluating the situation, and in making a decision on whether or not to concur in the local emergency, the following is required to accompany the resolution:

- Certified copy of Local Emergency Proclamation (see **Exhibits 1, 2 or 3**).
- Initial Damage Assessment Summary
- Initial Damage Estimate (IDE) prepared in Response Information Management System (RIMS)

- A request from the City Mayor or City Manager (see Exhibit 4)

Note: The Local Emergency proclamation must be made within 10 days of the occurrence to qualify for assistance under the California Disaster Assistance Act. Financial assistance available under the CDAA is administered by CalOES.

Financial assistance available:

- Personal costs, equipment costs, and the cost of supplies and materials used during disaster response activities, except the normal hourly wage costs of employees engaged in emergency work activities.
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs;
- Direct costs of grant administration;
- Site preparation costs for FEMA provided mobile homes, travel, trailers and other manufactured housing

STATE OF EMERGENCY/PRESIDENTIAL DECLARATION

Resolution Requesting Governor to Proclaim a State of Emergency

After a proclamation of a local emergency, the governing body of the city or county, having determined that local forces are unable to mitigate the situation, may request by resolution that the Mayor or City Manager ask the Governor to proclaim a state of Emergency in the area to invoke mandatory mutual aid and provide state assistance under CDAA (see **Exhibits 12 and 13**). A copy of the request for a Governor's Proclamation, with the following supporting data, will be forwarded to the State's Secretary of Emergency Management Director through the Los Angeles County Operational Area.

- Certified copy of the local emergency proclamation (see **Exhibits 1, 2 and 3**).
- Initial Damage Estimate (IDE) prepared in RIMS (to be provided if state financial assistance under provisions of the California Disaster Assistance Act is requested).
- A request from the City Mayor or City Manager (see Exhibit 12 & 13)
- Financial assistance available:
- Eligible disaster response costs;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs;
- Direct costs of grant administration; and
- Site preparation costs for mobile housing

CalOES prepares a recommendation as to the action that should be taken by the Governor. If the action recommends a Governor's Proclamation, CalOES prepares the proclamation.

Presidential Declaration

Following the above procedures, the governing body of the local jurisdiction may also pass a resolution (see **Exhibit 13**) asking the Secretary of Emergency Management to recommend that the Governor request a Presidential Declaration of a Major Disaster under the authority of the Stafford Act. The Governor's Request to the President is submitted through the Federal Emergency Management Agency (FEMA). Supplementary justification data may be required to accompany the local resolution (certified copy) and IDE.

Financial assistance available:

- Individual assistance to the private sector;
- Matching fund assistance for cost sharing required under federal disaster assistance programs (subject to state eligible project criteria);
- Local agency overtime costs and the costs of supplies used during eligible disaster response projects;
- Assistance to repair, restore, reconstruct or replace public real property or public facilities belonging to local agencies damaged as a result of natural disasters;
- Indirect costs; and
- Direct costs of grant administration.

LOCAL PROCLAMATION OF TERMINATION OF LOCAL EMERGENCY

The governing body must review the need for continuing the local Emergency Proclamation **at least every 30 days**, and proclaim the termination at the earliest possible date (see **Exhibit 14**).

SAMPLE EMERGENCY PROCLAMATION FORMS

The following suggested resolutions were developed to carry out the authority granted in Title 2, Chapter 4, Article 1 of the City of Beverly Hills' Municipal Code relating to the Disaster Council and Emergency Service Organization.

Government Code Section No. 8630: "(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body. (b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body. (c) The governing body shall review the need for continuing the local emergency at least every 30 days until the governing body terminates the local emergency. (d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant."

Exhibit-1 City Council Proclaims a Local Emergency

Exhibit -2 Director of Emergency Services Proclaims Local Emergency

Exhibit -3	City Council Ratifies Director of Emergency Services' Proclamation of a Local Emergency
Exhibit -4	City Council Requests the Concurrence of the State Director, Office of Emergency Services
Exhibit -5	City Council Ratifies Emergency Actions to Repair Public Facilities Taken by the Director of Emergency Services Without Public Bidding
Exhibit -6	City Council Imposes a Curfew
Exhibit -7	Director of Emergency Services Imposes a Curfew
Exhibit -8	City Council Modifies the Curfew
Exhibit -9	Director of Emergency Services Modifies the Curfew
Exhibit -10	City Council Terminates the Curfew
Exhibit -11	Director of Emergency Services Terminates the Curfew
Exhibit -12	City Council Requests Governor Proclaim a State of Emergency
Exhibit -13	City Council Proclaims a Local Emergency, Requests Governor to Proclaim a State of Emergency, and asks Governor to request a Presidential Declaration of a Major Disaster or Emergency
Exhibit -14	City Council Terminates the Local Emergency

Sample

Exhibit -1

Sample

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEVERLY
HILLS PROCLAIMING THE EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, Section 8630 of the California Government Code authorizes the City Council of the City of Beverly Hills to proclaim the existence of a local emergency when the City is affected by a public calamity; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Beverly Hills to proclaim the existence of a local emergency therein; and

WHEREAS, the City Council does hereby find:

That conditions of disaster or of extreme peril to the safety of persons and property have arisen within said city, caused by _____;
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]
commencing on or about _____.m. on the _____ day of _____, 20____; and

That the aforesaid conditions of extreme peril warrant and necessitate the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Beverly Hills; and

IT IS HEREBY FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the Director of Emergency Services and the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Beverly Hills SEMS/NIMS Emergency Operations Plan.

IT IS FURTHER PROCLAIMED AND ORDERED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council of the City of Beverly Hills, State of California.

PASSED, APPROVED and ADOPTED this _____ day of _____, 20____.

ATTEST: _____

CITY COUNCIL
City of Beverly Hills

City Clerk

APPROVED AS TO FORM:

City Attorney

Section 8630 of the Government Code provides:

(c) “The governing body shall review the need for continuing the local emergency.
at least every 30 days, until the governing body terminates the local emergency.

(d) “The governing body shall proclaim the termination of the local emergency at the
earliest possible date that conditions warrant.”

Sample

Exhibit -2

Sample

**PROCLAMATION OF A LOCAL EMERGENCY BY THE DIRECTOR OF
EMERGENCY SERVICES OF THE CITY OF BEVERLY HILLS**

WHEREAS, Section 2-4-107 of the Municipal Code of the City of Beverly Hills empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council is not in session; and

WHEREAS, the Director of Emergency Services of the City of Beverly Hills does hereby find;

That conditions of extreme peril to the safety of persons and property have arisen within the City, caused by _____ commencing on or about
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe
energy shortage, or other causes]
_____.m. on the day of _____, 20__, at which time the City Council of the City of Beverly Hills was not in session; and

That the City Council of the City of Beverly Hills is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that a local emergency now exists throughout the City of Beverly Hills; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said local emergency the powers, functions, and duties of the emergency organization of this City shall be those prescribed by state law, by ordinances, and resolutions of this City, and by the City of Beverly Hills SEMS/NIMS Emergency Operations Plan. The City Council shall take action to ratify this proclamation within seven days, or the local emergency shall not remain in effect.

Dated: _____

By: _____
Director of Emergency Services
City of Beverly Hills

Section 8630(b) of the Government Code provides: "Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body."

Sample

Exhibit -3

Sample

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS
RATIFYING THE DIRECTOR OF EMERGENCY SERVICES' PROCLAMATION OF
EXISTENCE OF A LOCAL EMERGENCY**

WHEREAS, Section 2-4-107 of the Municipal Code of the City of Beverly Hills empowers the Director of Emergency Services to proclaim the existence of a local emergency when the City is affected by a public calamity and the City Council of the City of Beverly Hills is not in session, subject to ratification by the City Council within seven days; and

WHEREAS, conditions of disaster or of extreme peril to the safety of persons and property have arisen within this City, caused by _____
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe
energy shortage, or other causes]
commencing on or about _____.m. on the _____ day of _____, 20____, at which
time the City Council was not in session; and

WHEREAS, the City Council does hereby find that the above described conditions of disaster or of extreme peril did warrant and necessitate the proclamation of the existence of a local emergency; and

WHEREAS, the Director of Emergency Services of the City of Beverly Hills did proclaim the existence of a local emergency within this City on the _____ day of _____, 20____;

NOW, THEREFORE BE IT RESOLVED, by the City Council that the Proclamation of Existence of a Local Emergency, as issued by the Director of Emergency Services, is hereby ratified and confirmed.

BE IT FURTHER RESOLVED that the local emergency shall be deemed to continue to exist until its termination is proclaimed by the City Council.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

CITY COUNCIL
City of Beverly Hills

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

Section 8630 of the Government Code provides:

- (b) “Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.”
- (c) “The governing body shall review the need for continuing the local emergency at least every 30 days, until governing body terminates the local emergency is terminated.”
- (d) “The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

Sample

Exhibit -4

Sample

**A RESOLUTION OF THE CITY COUNCIL OF
THE CITY OF BEVERLY HILLS REQUESTING
THE STATE SECRETARY OF EMERGENCY MANAGEMENT CONCURRENCE OF
THE PROCLAMATION OF A LOCAL EMERGENCY**

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills found that due to _____;
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]
a condition of disaster or of extreme peril to life and property did exist within the City of Beverly Hills commencing on or about _____ .m. on the _____ day of _____, 20____; and

WHEREAS, in accordance with state law, the City Council proclaimed the existence of a local emergency on _____, 20____.

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the State Secretary of Emergency Management with a request that it be found acceptable in accordance with provisions of the California Disaster Assistance Act and that the Secretary concur in the proclamation of local emergency; and

IT IS FURTHER RESOLVED that _____[Name], _____[Title], is hereby designated as the authorized representative of the City of Beverly Hills for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state assistance.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

CITY COUNCIL
City of Beverly Hills

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

Note: The proclamation of local emergency must be made within 10 days of the actual occurrence of disaster and be acceptable to the State Secretary of Emergency Management in order to qualify for assistance under the California Disaster Assistance Act. (Section 8685.2.)

According to the CalEMA guide to Emergency Proclamations (2011), the Initial Damage Estimate (IDE) must be prepared in the Response Information Management System (RIMS) when the Secretary's concurrence is requested. The Resolution should be sent immediately to the State Secretary in the event the Resolution is not "acceptable" to the State Secretary (so it can be fixed within 10 days). The City must apply to the State Secretary for state financial assistance within 60 days after date of the local emergency proclamation. (Section 8685.4) If FEMA funds are at issue, the application must be filed within 30 days. *See* 44 CFR § 206.35.

Sample

Exhibit -5

Sample

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
BEVERLY HILLS RATIFYING EMERGENCY ACTIONS TAKEN
BY THE DIRECTOR OF EMERGENCY SERVICES
WITHOUT GIVING NOTICE FOR BIDS TO LET CONTRACTS¹**

WHEREAS, Sections 2-4-107 and 3-3-303 of the Municipal Code of the City of Beverly Hills, in the event of an emergency, empowers the Director of Emergency Services with the authority to order the repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts or complying with certain other provisions of State law regarding public contracts; and

WHEREAS, a sudden, unexpected occurrence posing a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services has arisen within this City, caused by

[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden or severe energy shortage, or other causes]

commencing on or about _____.m. on the _____ day of _____, 20____; and

WHEREAS, the Director of Emergency Services authorized on the _____ day of _____, 20____ emergency actions to _____

[describe the repair or replacement of public facilities, or other purchase made]
without giving notice for bids to let contracts or complying with certain other provisions of State law regarding public contracts; and

WHEREAS, state law requires that the City Council review the above described emergency actions not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action; and

WHEREAS, the City Council does hereby find that the above described emergency did warrant and necessitate the emergency actions taken by the Director of Emergency Services without giving notice for bids to let contracts or complying with other provisions of State law regarding public contracts; and

WHEREAS, the City Council does hereby find that the emergency warrants and necessitates the continuation of the emergency action taken by the Director of Emergency Services;

NOW, THEREFORE, the City Council of the City of Beverly Hills does hereby resolve as follows:

¹ This resolution requires a four-fifths vote. Cal. Pub. Cont. Code § 22050(c)(2).

Section 1. The City Council of the City of Beverly Hills does hereby ratify and confirm the emergency actions taken by the Director of Emergency Services.

Section 2. The emergency actions taken by the Director of Emergency Services shall hereby continue until the Director of Emergency Services or the City Council of the City of Beverly Hills proclaims that the emergency actions are terminated.

Section 3. The City Clerk shall certify to the adoption of this Resolution and shall cause this Resolution and his certification to be entered in the Book of Resolutions and his certification to be entered in the Book of Resolutions of the Council of the City.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

CITY COUNCIL
City of Beverly Hills

ATTEST: _____
City Clerk

APPROVED AS TO FORM:

City Attorney

Note: See Sections 1102, 20168, and 22050 of the Public Contract Code.

Section 22050(c)(2)&(3) provides:

(2) If a person with authority delegated pursuant to subdivision (b) orders any action specified in paragraph (1) of subdivision (a), the governing body shall initially review the emergency action not later than seven days after the action, or at its next regularly scheduled meeting if that meeting will occur not later than 14 days after the action, and at least at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths vote, that there is a need to continue the action, unless a person with authority delegated pursuant to subdivision (b) has terminated that action prior to the governing body reviewing the emergency action and making a determination pursuant to this subdivision. If the governing body meets weekly, it may, after the initial review, review the emergency action in accordance with this paragraph every 14 days.

(3) When the governing body reviews the emergency action pursuant to paragraph (1) or (2), it shall terminate the action at the earliest possible date that conditions warrant so that the remainder of the emergency action may be completed by giving notice for bids to let contracts.

Sample

Exhibit -6

Sample

**A RESOLUTION OF
THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS
IMPOSING A CURFEW**

WHEREAS, Section 8634 of the California Government Code empowers the City Council of the City of Beverly Hills to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Beverly Hills to implement a curfew therein; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or the Director of Emergency Services found that due to _____;
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]
a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council or the Director of Emergency Services proclaimed a local emergency did exist throughout the City of Beverly Hills; and

WHEREAS, the City Council does hereby find that due to _____
_____,
[specify the problem that the curfew is being imposed to prevent or decrease]
a curfew is necessary to preserve the public order and safety;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that no person shall be upon the public streets, avenues, alleys, parks, ways or any other public place or upon unimproved private real property between the hours of _____² and _____ within the City of Beverly Hills;³ and

IT IS FURTHER PROCLAIMED AND ORDERED that police officers, fire fighters and other emergency personnel, and authorized representatives of the media, are exempted from the provisions of the curfew regulation;⁴ and

² Do not use military time; use the measurements used by the general population. For example, "between the hours of 7 pm and 6 am."

³ It is not necessary to include the entire city within the curfew. Street boundaries may be used to designate the geographic area, however, the boundaries must be definite and not subject to discretionary enforcement. For example, "Wilshire Boulevard on the North, Olympic Boulevard on the South, Crescent Drive on the West and Beverly Drive on the east." Be as specific as possible.

⁴ Arrangements should be made to provide housing for all homeless persons to avoid a challenge that a homeless person had "good cause" for being on the streets; otherwise, "homelessness" may be an implied exception. *In re Juan C.*, 28 Cal. App. 4th 1093 (1994).

IT IS FURTHER PROCLAIMED AND ORDERED that the curfew shall be deemed to continue to exist until the City Council of the City of Beverly Hills or the Director of Emergency Services proclaims that the local emergency is terminated, or that the curfew is terminated or modified, whichever occurs first;⁵ and

IT IS FURTHER PROCLAIMED AND ORDERED that the law enforcement forces of this City, along with other law enforcement authorities cooperating with the City are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this curfew, and are further authorized to arrest such persons as do not obey this curfew after due notice, oral or written, has been given to said persons.⁶

PASSED, APPROVED and ADOPTED this ____ day of _____, 20__.

ATTEST: _____
City Clerk

CITY COUNCIL
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

⁵ If the situation improves, the City Council may lift the curfew in increments, by reducing the geographic scope or hours of operation.

⁶ The curfew resolution must be given “widespread publicity and notice.” Cal. Gov’t Code § 8634. Methods of notice should include local media.

Sample

Exhibit -7

Sample

**A PROCLAMATION BY THE DIRECTOR OF EMERGENCY SERVICES OF
THE CITY OF BEVERLY HILLS
IMPOSING A CURFEW**

WHEREAS, Section 8634 of the California Government Code empowers an official designated by the City Council of the City of Beverly Hills to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, Section 2-4-107 of the Municipal Code of the City of Beverly Hills empowers the Director of Emergency Services to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or the Director of Emergency Services found that due to _____;
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]
a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council or the Director of Emergency Services proclaimed a local emergency did exist throughout the City of Beverly Hills; and

WHEREAS, the Director of Emergency Services of the City of Beverly Hills does hereby find:

That due to _____, a curfew is necessary to preserve
[specify the problem that the curfew is being imposed to prevent or decrease]
the public order and safety; and

That the City Council of the City of Beverly Hills is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that no person shall be upon the public streets, avenues, alleys, parks, ways or any other public place or upon unimproved private real property between the hours of _____⁷ and _____ within the City of Beverly Hills;⁸ and

⁷ Do not use military time; use the measurements used by the general population. For example, “between the hours of 7 pm and 6 am.”

⁸ It is not necessary to include the entire city within the curfew. Street boundaries may be used to designate the geographic area, however, the boundaries must be definite and not subject to discretionary enforcement. For example, “Wilshire Boulevard on the North, Olympic Boulevard on the South, Crescent Drive on the West and Beverly Drive on the east.” Be as specific as possible.

IT IS FURTHER PROCLAIMED AND ORDERED that police officers, fire fighters and other emergency personnel, and authorized representatives of the media, are exempted from the provisions of the curfew regulation;⁹ and

IT IS FURTHER PROCLAIMED AND ORDERED that the curfew shall be deemed to continue to exist until the Director of Emergency Services or the City Council of the City of Beverly Hills proclaims that the local emergency is terminated, or that the curfew is terminated or modified, whichever occurs first;¹⁰ and

IT IS FURTHER PROCLAIMED AND ORDERED that the law enforcement forces of this City, along with other law enforcement authorities cooperating with the City are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this curfew, and are further authorized to arrest such persons as do not obey this curfew after due notice, oral or written, has been given to said persons.¹¹

Dated: _____

By: _____
Director of Emergency Services
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

⁹ Arrangements should be made to provide housing for all homeless persons to avoid a challenge that a homeless person had “good cause” for being on the streets; otherwise, “homelessness” may be an implied exception. *In re Juan C.*, 28 Cal. App. 4th 1093 (1994).

¹⁰ If the situation improves, the Director of Emergency Services may lift the curfew in increments, by reducing the geographic scope or hours of operation.

¹¹ The curfew resolution must be given “widespread publicity and notice.” Cal. Gov’t Code § 8634. Methods of notice should include local media.

Sample

Exhibit -8

Sample

**A RESOLUTION OF
THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS
MODIFYING THE CURFEW**

WHEREAS, Section 8634 of the California Government Code empowers the City Council of the City of Beverly Hills or an official designated by the City Council to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or an official designated by the City Council found that due to _____;
[specify the problem that the curfew was being imposed to prevent or decrease]
a curfew was necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or an official designated by the City Council proclaimed the existence of a curfew within the City of Beverly Hills;

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Beverly Hills to modify the curfew; and

WHEREAS, the City Council of the City of Beverly Hills finds that the emergency situation has improved such that _____
[specify the problem that the curfew was being imposed to prevent or decrease]
still exists, but no longer necessitates a curfew of the scope originally imposed in order to preserve the public order and safety;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that no person shall be upon the public streets, avenues, alleys, parks, ways or any other public place or upon unimproved private real property between the hours of _____¹² and _____ within the City of Beverly Hills;¹³ and

IT IS FURTHER PROCLAIMED AND ORDERED that police officers, fire fighters and other emergency personnel, and authorized representatives of the media, are exempted from the provisions of the curfew regulation;¹⁴ and

¹² Do not use military time; use the measurements used by the general population. For example, "between the hours of 7 pm and 6 am."

¹³ It is not necessary to include the entire city within the curfew. Street boundaries may be used to designate the geographic area, however, the boundaries must be definite and not subject to discretionary enforcement. For example, "Wilshire Boulevard on the North, Olympic Boulevard on the South, Crescent Drive on the West and Beverly Drive on the east." Be as specific as possible.

¹⁴ Arrangements should be made to provide housing for all homeless persons to avoid a challenge that a homeless person had "good cause" for being on the streets; otherwise, "homelessness" may be an implied exception. *In re Juan C.*, 28 Cal. App. 4th 1093 (1994).

IT IS FURTHER PROCLAIMED AND ORDERED that the curfew shall be deemed to continue to exist until the City Council of the City of Beverly Hills or the Director of Emergency Services proclaims that the local emergency is terminated, or that the curfew is terminated or modified, whichever occurs first;¹⁵ and

IT IS FURTHER PROCLAIMED AND ORDERED that the law enforcement forces of this City, along with other law enforcement authorities cooperating with the City are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this curfew, and are further authorized to arrest such persons as do not obey this curfew after due notice, oral or written, has been given to said persons.¹⁶

PASSED, APPROVED and ADOPTED this ____ day of _____, 20____.

ATTEST: _____
City Clerk

CITY COUNCIL
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

¹⁵ If the situation improves, the City Council may lift the curfew in increments, by reducing the geographic scope or hours of operation.

¹⁶ The curfew resolution must be given “widespread publicity and notice.” Cal. Gov’t Code § 8634. Methods of notice should include local media.

Sample

Exhibit -9

Sample

**A PROCLAMATION BY THE DIRECTOR OF EMERGENCY SERVICES OF
THE CITY OF BEVERLY HILLS
MODIFYING THE CURFEW**

WHEREAS, Section 8634 of the California Government Code empowers the City Council of the City of Beverly Hills or an official designated by the City Council to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, Section 2-4-107 of the Municipal Code of the City of Beverly Hills empowers the Director of Emergency Services to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or the Director of Emergency Services found that due to _____;
[specify the problem that the curfew was being imposed to prevent or decrease]
a curfew was necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or the Director of Emergency Services proclaimed the existence of a curfew within the City of Beverly Hills;

WHEREAS, the Director of Emergency Services of the City of Beverly Hills was empowered by that declaration to modify the curfew that was imposed upon the City; and

WHEREAS, the Director of Emergency Services of the City of Beverly Hills does hereby find:

That the emergency situation has improved such that _____
[specify the problem that the curfew was being imposed to prevent or decrease]
still exists, but no longer necessitates a curfew of the scope originally imposed in order to preserve the public order and safety; and

That the City Council of the City of Beverly Hills is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that no person shall be upon the public streets, avenues, alleys, parks, ways or any other public place or upon unimproved private real property between the hours of _____¹⁷ and _____ within the City of Beverly Hills;¹⁸ and

¹⁷ Do not use military time; use the measurements used by the general population. For example, "between the hours of 7 pm and 6 am."

¹⁸ It is not necessary to include the entire city within the curfew. Street boundaries may be used to designate the geographic area, however, the boundaries must be definite and not subject to discretionary enforcement. For example, "Wilshire Boulevard on the North, Olympic Boulevard on the South, Crescent Drive on the West and

IT IS FURTHER PROCLAIMED AND ORDERED that police officers, fire fighters and other emergency personnel, and authorized representatives of the media, are exempted from the provisions of the curfew regulation;¹⁹ and

IT IS FURTHER PROCLAIMED AND ORDERED that the curfew shall be deemed to continue to exist until the Director of Emergency Services or the City Council of the City of Beverly Hills proclaims that the local emergency is terminated, or that the curfew is terminated or modified, whichever occurs first;²⁰ and

IT IS FURTHER PROCLAIMED AND ORDERED that the law enforcement forces of this City, along with other law enforcement authorities cooperating with the City are hereby authorized and charged, to the extent provided by law, with the responsibility of enforcing this curfew, and are further authorized to arrest such persons as do not obey this curfew after due notice, oral or written, has been given to said persons.²¹

Dated: _____

By: _____
Director of Emergency Services
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

Beverly Drive on the east.” Be as specific as possible.

¹⁹ Arrangements should be made to provide housing for all homeless persons to avoid a challenge that a homeless person had “good cause” for being on the streets; otherwise, “homelessness” may be an implied exception. *In re Juan C.*, 28 Cal. App. 4th 1093 (1994).

²⁰ If the situation improves, the Director of Emergency Services may lift the curfew in increments, by reducing the geographic scope or hours of operation.

²¹ The curfew resolution must be given “widespread publicity and notice.” Cal. Gov’t Code § 8634. Methods of notice should include local media.

Sample

Exhibit -10

Sample

**A RESOLUTION OF
THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS
TERMINATING THE CURFEW**

WHEREAS, Section 8634 of the California Government Code empowers the City Council of the City of Beverly Hills or an official designated by the City Council to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or an official designated by the City Council found that due to _____;
[specify the problem that the curfew was being imposed to prevent or decrease]
a curfew was necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or an official designated by the City Council proclaimed the existence of a curfew within the City of Beverly Hills; and

WHEREAS, the City Council has been requested by the Director of Emergency Services of the City of Beverly Hills to terminate the curfew; and

WHEREAS, the City Council of the City of Beverly Hills finds that the emergency situation has improved such that _____
[specify the problem that the curfew was being imposed to prevent or decrease]
no longer exists [still exists, but no long necessitates a curfew in order to preserve the public order and safety];

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that the curfew adopted on _____, 20____ by _____ [and modified on _____, 20____ by _____,] is hereby terminated.

PASSED, APPROVED and ADOPTED this ____ day of _____, 20____.

ATTEST: _____
City Clerk

CITY COUNCIL
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

Sample

Exhibit -11

Sample

**A PROCLAMATION BY THE DIRECTOR OF EMERGENCY SERVICES OF
THE CITY OF BEVERLY HILLS
TERMINATING THE CURFEW**

WHEREAS, Section 8634 of the California Government Code empowers an official designated by the City Council of the City of Beverly Hills to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, Section 2-4-107 of the Municipal Code of the City of Beverly Hills empowers the Director of Emergency Services to impose a curfew during a local emergency when it is necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or the Director of Emergency Services found that due to _____;
[specify the problem that the curfew was being imposed to prevent or decrease]
a curfew was necessary to preserve the public order and safety; and

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills or the Director of Emergency Services proclaimed the existence of a curfew within the City of Beverly Hills; and

WHEREAS, the Director of Emergency Services of the City of Beverly Hills was empowered by that declaration to terminate the curfew; and

WHEREAS, the Director of Emergency Services of the City of Beverly Hills does hereby find:

That the emergency situation has improved such that _____
[specify the problem that the curfew was being imposed to prevent or decrease]
no longer exists [still exists, but no long necessitates a curfew in order to
preserve the public order and safety]; and

That the City Council of the City of Beverly Hills is not in session (and cannot immediately be called into session);

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that the curfew adopted on _____, 20____ by _____, [and modified on _____, 20____ by _____,] is hereby terminated.

Dated: _____

By: _____
Director of Emergency Services
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

Sample

Exhibit -12

Sample

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BEVERLY HILLS REQUESTING
THE GOVERNOR TO PROCLAIM A STATE OF EMERGENCY**

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills found that due to _____;
[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes]
a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City of Beverly Hills; and

WHEREAS, the City Council does hereby find that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of a mutual aid region or regions to combat;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California by _____ [Name], _____[Title - Mayor or City Manager]²² with the request for a proclamation that the City of Beverly Hills is in a state of emergency; and

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Secretary of Emergency Management; and

IT IS FURTHER RESOLVED that _____[Name], _____ [Title], is hereby designated as the authorized representative for public assistance and _____[Name], _____[Title], is hereby designated as the authorized representative for individual assistance of the City of Beverly Hills for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 20____.

CITY COUNCIL

ATTEST: _____
City Clerk

City of Beverly Hills

APPROVED AS TO FORM:

City

Attorney

²² Pursuant to Section 8625, the Governor proclaims a state of emergency if requested to do so by the Mayor or Chief Executive.

Sample

Exhibit -13

Sample

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BEVERLY
HILLS REQUESTING THE GOVERNOR TO
(1) PROCLAIM A STATE OF EMERGENCY; AND
(2) REQUEST A PRESIDENTIAL DECLARATION**

WHEREAS, on _____, 20____, the City Council of the City of Beverly Hills found that due to _____ [air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe energy shortage, or other causes] a condition of disaster or of extreme peril to life and property did exist within the City; and

WHEREAS, in accordance with state law, the City Council proclaimed an emergency did exist throughout the City, and

WHEREAS, the City Council does hereby find that these conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City and require the combined forces of a mutual aid region or regions to combat; and

NOW, THEREFORE, IT IS PROCLAIMED AND ORDERED that a copy of this resolution be forwarded to the Governor of California by _____ [Name], _____[Title - Mayor or City Manager] with the request for a proclamation that the City of Beverly Hills is in a state of emergency; and further that the Governor request a Presidential Declaration of a Major Disaster or an Emergency.

IT IS FURTHER ORDERED that a copy of this resolution be forwarded to the State Secretary of Emergency Management.

IT IS FURTHER RESOLVED THAT _____ [Name], _____ [Title], is designated as the local Hazard Mitigation Coordinator of the City of Beverly Hills for the purpose of assessing damage within the City and consulting with Federal and State survey teams concerning hazard mitigation actions; and

IT IS FURTHER RESOLVED that _____ [Name] _____ [Title], is hereby designated as the authorized representative for public assistance and _____[Name], _____[Title], is hereby designated as the authorized representative for individual assistance of the City of Beverly Hills for the purpose of receipt, processing, and coordination of all inquiries and requirements necessary to obtain available state and federal assistance.

PASSED, APPROVED AND ADOPTED this ____day of _____, 20____.

ATTEST: _____
City Clerk

CITY COUNCIL
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

Sample

Exhibit -14

Sample

**A RESOLUTION OF
THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS PROCLAIMING
TERMINATION OF A LOCAL EMERGENCY**

WHEREAS, a local emergency existed in the City of Beverly Hills in accordance with
*[Resolution No. _____ of the City Council proclaiming a local emergency on the
on the _____ day of _____, 20____,]

[the Proclamation of Local Emergency by the Director of Emergency Services on the
_____ day of _____, 20____, and its ratification by the City Council on the
_____ day of _____, 20____, by Resolution No. _____,]

as a result of conditions of disaster or of extreme peril to the safety of persons and property
caused by _____; and
*[air pollution, fire, flood, storm, epidemic, riot, earthquake, drought, sudden and severe
energy shortage, or other causes]*

WHEREAS, the situation resulting from the conditions of disaster or of extreme peril is
now deemed to be within the control of the normal protective services, personnel, equipment,
and facilities of and within the City of Beverly Hills;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Beverly
Hills, State of California, does proclaim the termination of this local emergency; and

FURTHER BE IT RESOLVED that the curfew adopted on _____,
20____ by _____, [and modified on _____,
20____ by _____,] is hereby terminated.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

ATTEST: _____
City Clerk

CITY COUNCIL
City of Beverly Hills

APPROVED AS TO FORM:

City Attorney

*Use the bracketed statement that best describes the current situation, and delete the other
bracketed statement. For the final version of the Resolution, delete this footnote, the asterisk and
the remaining brackets.

Extracted from the California Emergency Plan

**CALIFORNIA DISASTER AND CIVIL DEFENSE
MASTER MUTUAL AID AGREEMENT**

This agreement was adopted by the City of Beverly Hills.

This agreement made and entered into by and between the STATE OF CALIFORNIA, its various departments and agencies, and the various political subdivisions, municipal corporations, and other public agencies of the State of California;

WITNESSETH:

WHEREAS, It is necessary that all of the resources and facilities of the State, its various departments and agencies, and all its political subdivisions, municipal corporations, and other public agencies be made available to prevent and combat the effect of disasters which may result from such calamities as flood, fire, earthquake, pestilence, war, sabotage, and riot; and

WHEREAS, It is desirable that each of the parties hereto should voluntarily aid and assist each other in the event that a disaster should occur, by the interchange of services and facilities, including, but not limited to, fire, police, medical and health, communication, and transportation services and facilities, to cope with the problems of rescue, relief, evacuation, rehabilitation, and reconstruction which would arise in the event of a disaster; and

WHEREAS, It is necessary and desirable that a cooperative agreement be executed for the interchange of such mutual aid on a local, county-wide, regional, state-wide, and interstate basis;

NOW, THEREFORE, IT IS HEREBY AGREED by and between each and all of the parties hereto as follows:

- (1) Each party shall develop a plan providing for the effective mobilization of all its resources and facilities, both public and private, to cope with any type of disaster.
- (2) Each party agrees to furnish resources and facilities and to render services to each and every other party to this agreement to prevent and combat any type of disaster in accordance with duly adopted mutual aid operational plans, whether heretofore or hereafter adopted, detailing the method and manner by which such resources, facilities, and services are to be made available and furnished, which operational plans may include provisions for training and testing to make such mutual aid effective; provided, however, that no party shall be required to deplete unreasonably its own resources, facilities, and services in furnishing such mutual aid.
- (3) It is expressly understood that this agreement and the operational plans adopted pursuant thereto shall not supplant existing agreements between some of the parties hereto providing for the exchange or furnishing of certain types of facilities and services on a reimbursable, exchange, or other basis, but that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto, shall be without reimbursement unless otherwise expressly provided for by the parties to this agreement or as provided in Sections 1541, 1586, and 1587, Military and Veterans Code; and that such mutual aid is intended to be available in the event of a disaster of such magnitude that it is, or is likely to be, beyond the control of a single party and requires the combined forces of several or all of the parties to this agreement to combat.
- (4) It is expressly understood that the mutual aid extended under this agreement and the operational plans adopted pursuant thereto shall be available and furnished in all cases of local peril or emergency and in all cases in which a STATE OF EXTREME EMERGENCY has been proclaimed.

- (5) It is expressly understood that any mutual aid extended under this agreement and the operational plans adopted pursuant thereto, is furnished in accordance with the "California Disaster Act" and other applicable provisions of law, and except as otherwise provided by law that: "The responsible local official in whose jurisdiction an incident requiring mutual aid has occurred shall remain in charge at such incident including the direction of such personnel and equipment provided him through the operation of such mutual aid plans." (Sec. 1564, Military and Veterans Code.)
- (6) It is expressly understood that when and as the State of California enters into mutual aid agreements with other states and the Federal Government that the parties to this agreement shall abide by such mutual aid agreements in accordance with law.
- (7) Upon approval or execution of this agreement by the parties hereto all mutual aid operational plans heretofore approved by the State Disaster Council, or its predecessors, and in effect as to some of the parties hereto, shall remain in full force and effect as to them until the same may be amended, revised, or modified. Additional mutual aid operational plans and amendments, revisions, or modifications of existing or hereafter adopted mutual aid operational plans, shall be adopted as follows:
- (a) County-wide and local mutual aid operational plans shall be developed by the parties thereto and are operative as between the parties in accordance with the provisions of such operational plans. Such operational plans shall be submitted to the State Disaster Council for approval. The State Disaster Council shall notify each party to such operational plans of its approval, and shall also send copies of such operational plans to other parties to this agreement who did not participate in such operational plans and who are in the same area and affected by such operational plans. Such operational plans shall be operative as to such other parties 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (b) State-wide and regional mutual aid operational plans shall be approved by the State Disaster Council and copies thereof shall forthwith be sent to each and every party affected by such operational plans. Such operational plans shall be operative as to the parties affected thereby 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in the particular operational plan.
 - (c) The declination of one or more of the parties to participate in a particular operational plan or any amendment, revision, or modification thereof, shall not affect the operation of this agreement and the other operational plans adopted pursuant thereto.
 - (d) Any party may at any time by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, decline to participate in any particular operational plan, which declination shall become effective 20 days after filing with the State Disaster Council.
 - (e) The State Disaster Council shall send copies of all operational plans to those state departments and agencies designated by the Governor. The Governor may, upon behalf of any department or agency, give notice that such department or agency declines to participate in a particular operational plan.
 - (f) The State Disaster Council, in sending copies of operational plans and other notices and information to the parties to this agreement, shall send copies to the Governor and any department or agency head designated by him; the chairman of the board of supervisors, the clerk of the board of supervisors, and County Disaster Council, and any other officer designated by a county; the mayor, the clerk of the city council, the City Disaster Council, and any other officer designated by a city; the executive head, the clerk of the governing

body, or other officer of other political subdivisions and public agencies as designated by such parties.

- (8) This agreement shall become effective as to each party when approved or executed by the party, and shall remain operative and effective as between each and every party that has heretofore or hereafter approved or executed this agreement, until participation in this agreement is terminated by the party. The termination by one or more of the parties of its participation in this agreement shall not affect the operation of this agreement as between the other parties thereto. Upon approval or execution of this agreement the State Disaster Council shall send copies of all approved and existing mutual aid operational plans affecting such party which shall become operative as to such party 20 days after receipt thereof unless within that time the party by resolution or notice given to the State Disaster Council, in the same manner as notice of termination of participation in this agreement, declines to participate in any particular operational plan. The State Disaster Council shall keep every party currently advised of who the other parties to this agreement are and whether any of them has declined to participate in any particular operational plan.
- (9) Approval or execution of this agreement shall be as follows:
- (a) The Governor shall execute a copy of this agreement on behalf of the State of California and the various departments and agencies thereof. Upon execution by the Governor a signed copy shall forthwith be filed with the State Disaster Council.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution approve and agree to abide by this agreement, which may be designated as "CALIFORNIA DISASTER AND CIVIL DEFENSE MASTER MUTUAL AID AGREEMENT." Upon adoption of such a resolution, a certified copy thereof shall forthwith be filed with the State Disaster Council.
- 8 The executive head of those political subdivisions and public agencies having no legislative or governing body shall execute a copy of this agreement and forthwith file a signed copy with the State Disaster Council.
- (10) Termination of participation in this agreement may be affected by any party as follows:
- (a) The Governor, upon behalf of the State and its various departments and agencies, and the executive head of those political subdivisions and public agencies having no legislative or governing body, shall file a written notice of termination of participation in this agreement with the State Disaster Council and this agreement is terminated as to such party 20 days after the filing of such notice.
 - (b) Counties, cities, and other political subdivisions and public agencies having a legislative or governing body shall by resolution give notice of termination of participation in this agreement and file a certified copy of such resolution with the State Disaster Council, and this agreement is terminated as to such party 20 days after the filing of such resolution.

IN WITNESS WHEREOF this agreement has been executed and approved and is effective and operative as to each of the parties as herein provided.

/signed/ EARL WARREN
GOVERNOR
On behalf of the State of
California and all its
Departments and Agencies

ATTEST: /signed/ FRANK M. JORDAN
Secretary of State

November 15, 1950
(GREAT SEAL)

Note:

There are references in the foregoing agreement to the California Disaster Act, State Disaster Council, and various sections of the Military and Veterans Code. Effective November 23, 1970, by enactment of Chapter 1454, Statutes 1970, the California Disaster Act (Sections 1500 ff., Military and Veterans Code) was superseded by the California Emergency Services Act (Sections 8550 ff., Government Code), and the State Disaster Council was superseded by the California Emergency Council.

Section 8668 of the California Emergency Services Act provides:

- (a) Any disaster council previously accredited, the State Civil Defense and Disaster Plan, the State Emergency Resources Management Plan, the State Fire Disaster Plan, the State Law Enforcement Mutual Aid Plan, all previously approved civil defense and disaster plans, all mutual aid agreements, and all documents and agreements existing as of the effective date of this chapter, shall remain in full force and effect until revised, amended, or revoked in accordance with the provisions of this chapter.

In addition, Section 8561 of the new act specifically provides:

"Master Mutual Aid Agreement" means the California Disaster and Civil Defense Master Mutual Aid Agreement, made and entered into by and between the State of California, its various departments and agencies, and the various political subdivisions of the state, to facilitate implementation of the purposes of this chapter.

Substantially the same provisions as previously contained in Section 1541, 1564, 1586 and 1587 of the Military and Veterans Code, referred to in the foregoing agreement, are now contained in Sections 8633, 8618, 8652 and 8643, respectively, of the Government Code.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT (EMAC)

ARTICLE I - PURPOSE AND AUTHORITIES

This compact is made and entered into by and between the participating member states which enact this compact, hereinafter called party states. For the purposes of this agreement, the term "states" is taken to mean the several states, the Commonwealth of Puerto Rico, the District of Columbia, and all U.S. territorial possessions.

The purpose of this compact is to provide for mutual assistance between the states entering into this compact in managing any emergency or disaster that is duly declared by the governor of the affected state(s), whether arising from natural disaster, technological hazard, man-made disaster, civil emergency aspects of resources shortages, community disorders, insurgency, or enemy attack.

This compact shall also provide for mutual cooperation in emergency-related exercises, testing, or other training activities using equipment and personnel simulating performance of any aspect of the giving and receiving of aid by party states or subdivisions of party states during emergencies, such actions occurring outside actual declared emergency periods. Mutual assistance in this compact may include the use of the states' National Guard forces, either in accordance with the National Guard Mutual Assistance Compact or by mutual agreement between states.

ARTICLE II - GENERAL IMPLEMENTATION

Each party state entering into this compact recognizes many emergencies transcend political jurisdictional boundaries and that intergovernmental coordination is essential in managing these and other emergencies under this compact. Each state further recognizes that there will be emergencies which require immediate access and present procedures to apply outside resources to make a prompt and effective response to such an emergency. This is because few, if any, individual states have all the resources they may need in all types of emergencies or the capability of delivering resources to areas where emergencies exist. The prompt, full, and effective utilization of resources of the participating states, including any resources on hand or available from the Federal Government or any other source, that are essential to the safety, care, and welfare of the people in the event of any emergency or disaster declared by a party state, shall be the underlying principle on which all articles of this compact shall be understood.

On behalf of the governor of each state participating in the compact, the legally designated state official who is assigned responsibility for emergency management will be responsible for formulation of the appropriate interstate mutual aid plans and procedures necessary to implement this compact.

ARTICLE III - PARTY STATE RESPONSIBILITIES

A. It shall be the responsibility of each party state to formulate procedural plans and programs for interstate cooperation in the performance of the responsibilities listed in this article. In formulating such plans, and in carrying them out, the party states, insofar as practical, shall:

i. Review individual state hazards analyses and, to the extent reasonably possible, determine all those potential emergencies the party states might jointly suffer, whether due to natural disaster, technological hazard, man-made disaster, emergency aspects of resource shortages, civil disorders, insurgency, or enemy attack.

ii. Review party states' individual emergency plans and develop a plan which will determine the mechanism for the interstate management and provision of assistance concerning any potential emergency.

iii. Develop interstate procedures to fill any identified gaps and to resolve any identified inconsistencies or overlaps in existing or developed plans.

iv. Assist in warning communities adjacent to or crossing the state boundaries.

v. Protect and assure uninterrupted delivery of services, medicines, water, food, energy and fuel, search and rescue, and critical lifeline equipment, services, and resources, both human and material.

vi. Inventory and set procedures for the interstate loan and delivery of human and material resources, together with procedures for reimbursement or forgiveness.

vii. Provide, to the extent authorized by law, for temporary suspension of any statutes or ordinances that restrict the implementation of the above responsibilities.

B. The authorized representative of a party state may request assistance of another party state by contacting the authorized representative of that state. The provisions of this agreement shall only apply to requests for assistance made by and to authorized representatives. Requests may be verbal or in writing. If verbal, the request shall be confirmed in writing within 30 days of the verbal request. Requests shall provide the following information:

i. A description of the emergency service function for which assistance is needed, such as but not limited to fire services, law enforcement, emergency medical, transportation, communications, public works and engineering, building inspection, planning and information assistance, mass care, resource support, health and medical services, and search and rescue.

ii. The amount and type of personnel, equipment, materials and supplies needed, and a reasonable estimate of the length of time they will be needed.

iii. The specific place and time for staging of the assisting party's response and a point of contact at that location.

C. There shall be frequent consultation between state officials who have assigned emergency management responsibilities and other appropriate representatives of the party states with affected jurisdictions and the United States Government, with free exchange of information, plans, and resource records relating to emergency capabilities.

ARTICLE IV – LIMITATIONS

Any party state requested to render mutual aid or conduct exercises and training for mutual aid shall take such action as is necessary to provide and make available the resources covered by this compact in accordance with the terms hereof; provided that it is understood that the state rendering aid may withhold resources to the extent necessary to provide reasonable protection for such state.

Each party state shall afford to the emergency forces of any party state, while operating within its state limits under the terms and conditions of this compact, the same powers (except that of arrest unless specifically authorized by the receiving state), duties, rights, and privileges as are afforded forces of the state in which they are performing emergency services. Emergency forces will continue under the command and control of their regular leaders, but the organizational units will come under the operational control of the emergency services authorities of the state receiving assistance. These conditions may be activated, as needed, only subsequent to a declaration of a state of emergency or disaster by the governor of the party state that is to receive assistance or commencement of exercises or training for mutual aid and shall continue so long as the exercises or training for mutual aid are in progress, the state of emergency or disaster remains in effect or loaned resources remain in the receiving state(s), whichever is longer.

ARTICLE V - LICENSES AND PERMITS

Whenever any person holds a license, certificate, or other permit issued by any state party to the compact evidencing the meeting of qualifications for professional, mechanical, or other skills, and when such assistance is requested by the receiving party state, such person shall be deemed licensed, certified, or permitted by the state requesting assistance to render aid involving such skill to meet a declared emergency or disaster, subject to such limitations and conditions as the governor of the requesting state may prescribe by executive order or otherwise.

ARTICLE VI – LIABILITY

Officers or employees of a party state rendering aid in another state pursuant to this compact shall be considered agents of the requesting state for tort liability and immunity purposes; and no party state or its officers or employees rendering aid in another state pursuant to this compact shall be liable on account of any act or omission in good faith on the part of such forces while so engaged or on account of the maintenance or use of any equipment or supplies in connection therewith. Good faith in this article shall not include willful misconduct, gross negligence, or recklessness.

ARTICLE VII - SUPPLEMENTARY AGREEMENTS

Inasmuch as it is probable that the pattern and detail of the machinery for mutual aid among two or more states may differ from that among the states that are party hereto, this instrument contains elements of a broad base common to all states, and nothing herein contained shall preclude any state from entering into supplementary agreements with another state or affect any other agreements already in force between states. Supplementary agreements may comprehend, but shall not be limited to, provisions for evacuation and reception of injured and other persons and the exchange of medical, fire, police, public utility, reconnaissance, welfare, transportation and communications personnel, and equipment and supplies.

ARTICLE VIII – COMPENSATION

Each party state shall provide for the payment of compensation and death benefits to injured members of the emergency forces of that state and representatives of deceased members of such forces in case such members sustain injuries or are killed while rendering aid pursuant to this compact, in the same manner and on the same terms as if the injury or death were sustained within their own state.

ARTICLE IX – REIMBURSEMENT

Any party state rendering aid in another state pursuant to this compact shall be reimbursed by the party state receiving such aid for any loss or damage to or expense incurred in the operation of any equipment and the provision of any service in answering a request for aid and for the costs incurred in connection with such requests; provided, that any aiding party state may assume in whole or in part such loss, damage, expense, or other cost, or may loan such equipment or donate such services to the receiving party state without charge or cost; and provided further, that any two or more party states may enter into supplementary agreements establishing a different allocation of costs among those states. Article VIII expenses shall not be reimbursable under this provision.

ARTICLE X – EVACUATION

Plans for the orderly evacuation and interstate reception of portions of the civilian population as the result of any emergency or disaster of sufficient proportions to so warrant, shall be worked out and maintained between the party states and the emergency management/services directors of the various jurisdictions where any type of incident requiring evacuations might occur. Such plans shall be put into effect by request of the state from which evacuees come and shall include the manner of transporting such evacuees, the number of evacuees to be received in different areas, the manner in which food, clothing, housing, and medical care will be provided, the registration of the evacuees, the providing of facilities for the notification of relatives or friends, and the forwarding of such evacuees to other areas or the bringing in of additional materials, supplies, and all other relevant factors. Such plans shall provide that the party state receiving evacuees and the party state from which the evacuees come shall mutually agree as to reimbursement of out-of-pocket expenses incurred in receiving and caring for such evacuees, for expenditures for transportation, food, clothing, medicines and medical care, and like items. Such expenditures shall be reimbursed as agreed by the party state from which the evacuees come. After the termination of the emergency or disaster, the party state from which the evacuees come shall assume the responsibility for the ultimate support of repatriation of such evacuees.

ARTICLE XI – IMPLEMENTATION

A. This compact shall become operative immediately upon its enactment into law by any two (2) states; thereafter, this compact shall become effective as to any other state upon its enactment by such state.

B. Any party state may withdraw from this Compact by enacting a statute repealing the same, but no such withdrawal shall take effect until 30 days after the governor of the withdrawing state has given notice in writing of such withdrawal to the governors of all other party states. Such action shall not relieve the withdrawing state from obligations assumed hereunder prior to the effective date of withdrawal.

C. Duly authenticated copies of this compact and of such supplementary agreements as may be entered into shall, at the time of their approval, be deposited with each of the party states and with the Federal Emergency Management Agency and other appropriate agencies of the United States Government.

ARTICLE XII – VALIDITY

This Act shall be construed to effectuate the purposes stated in Article I hereof. If any provision of this compact is declared unconstitutional, or the applicability thereof to any person or circumstances is held invalid, the constitutionality of the remainder of this Act and the applicability thereof to other persons and circumstances shall not be affected thereby.

ARTICLE XIII - ADDITIONAL PROVISIONS

Nothing in this compact shall authorize or permit the use of military force by the National Guard of a state at any place outside that state in any emergency for which the President is authorized by law to call into federal service the militia, or for any purpose for which the use of the Army or the Air Force would in the absence of express statutory authorization be prohibited under Section 1385 of title 18, United States Code.

Ratified during the 2nd session of the 104th Congress and became Public Law 104-321, October 1996

ORDINANCE NO. 07-O-2521

AN ORDINANCE OF THE CITY OF BEVERLY
HILLS REGARDING THE CITY'S EMERGENCY
ORGANIZATION AND DISASTER COUNCIL

THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS DOES ORDAIN
AS FOLLOWS:

Section 1. Pursuant to Section 8610 of the California Government Code, municipalities are authorized to enact local legislation to create a disaster council and provide for the organization, powers and duties, divisions, services and staff of the city's emergency organization. Further, pursuant to Section 8630 of the California Government Code, a city by ordinance may designate an official empowered to proclaim a local emergency.

Section 2. Section 2-1-21 of Chapter 1 of Title 2 of the Beverly Hills Municipal Code is hereby repealed and replaced as follows:

"2-1-21 Council Vacancies.

Within thirty (30) days after the commencement of a vacancy on the council, the council shall call a special election to fill the vacancy for the unexpired term of the former incumbent. Such election shall be held on the next regularly established election date not less than one hundred and fourteen (114) days from the call of the special election.

Notwithstanding the foregoing or any other provision in this Code to the contrary, in the event of a state of war emergency, or declaration of a state of emergency, or local emergency, City Council vacancies may be filled and the City Council may be reconstituted using the methods provided in Article 15 of Division 1 of Title 2 of the California Government Code (§§ 8635 *et seq.*) as amended from time to time and any replacement for that Article if that Article is recodified or renumbered. In the event that the Mayor is unavailable, the person replacing the Mayor shall not assume the title and duties of Mayor; instead, the Vice Mayor shall assume the duties of Mayor. In the event the Mayor and the Vice Mayor are both unavailable, the persons replacing the Mayor and Vice Mayor shall not assume the title and duties of Mayor and Vice Mayor; instead, the next most senior available members of the City Council shall assume the title and duties of Mayor and Vice Mayor. In the event that no council members are available, then the

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persons replacing the Mayor and Vice Mayor shall assume the titles and duties of those offices.”

Section 3. Chapter 4 of Title II of the Beverly Hills Municipal Code is hereby repealed and a new Chapter 4 is hereby added to Title II of the Beverly Hills Municipal Code to read as follows:

“CHAPTER 4

DISASTERS AND EMERGENCIES

ARTICLE 1

DISASTER COUNCIL AND EMERGENCY SERVICES ORGANIZATION

“2-4-101. Purpose.

The purpose of this Article is to provide for the preparation and execution of plans for the protection of persons, property, and the environment within the City in the event of an emergency and to provide for the coordination of the emergency services disaster functions of this City with all other public agencies and affected private persons, corporations, and organizations. Expenditures made in connection with emergency services and disaster activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants of this City.

“2-4-102. Definitions.

In this chapter unless the context otherwise requires:

- A. ‘Emergency’ shall mean the actual or threatened existence of conditions of disaster or of extreme peril to the safety of persons and property within the City caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, or earthquake, or other conditions, including conditions resulting from war or imminent threat of war, but other than conditions resulting from a labor controversy, which conditions are or are likely to be beyond the control of the services, personnel, equipment, and facilities of the City, requiring the combined forces of other political subdivisions to combat.
- B. ‘Local Emergency’ shall have the meaning given it in Section 8558 of the California Government Code, or its successor provision.
- C. ‘State of Emergency’ shall have the meaning given it in Section 8558 of the California Government Code, or its successor provision.

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- D. 'State of War Emergency' shall have the meaning given it in Section 8558 of the California Government Code, or its successor provision.
- E. 'Successor provision' shall mean the specified section of state law as amended from time to time and any replacement for that section if that section is recodified or renumbered.

"2-4-103. Disaster Council Membership.

- A. The City of Beverly Hills Disaster Council shall consist of the members of the City Council. The Mayor shall serve as Chairperson, and the Vice Mayor shall serve as Vice Chairperson.

"2-4-104. Disaster Council Powers and Duties.

- A. It shall be the duty of the Disaster Council, and it is hereby empowered:
 - (1) To develop and recommend for adoption by the City Council, emergency and mutual aid plans and agreements, and such ordinances and resolutions and rules and regulations as are necessary to implement such plans and agreements.
 - (2) To forward a copy of any emergency plan developed and adopted by the City to the State of California Office of Emergency Services, including without limitation, the City of Beverly Hills Emergency Plan provided for in Section 2-4-109.
- B. The Disaster Council is hereby empowered:
 - (1) To register disaster service workers; provided, however, that the Disaster Council may delegate the act of registering disaster service workers to others through the City of Beverly Hills Emergency Plan.
 - (2) To designate the individual responsible for keeping the registration of disaster service workers current, and for the accuracy and safekeeping of the official registration records, provided, however, that the documented proof that the disaster service worker has taken the oath of office shall be filed in the office of the City Clerk.
 - (3) To direct the activities of disaster service workers within the City through its role in the adoption of the City of Beverly Hills Emergency Plan. The Emergency Plan shall delegate to City staff the authority to direct the activities of disaster service workers during a Local Emergency, State of Emergency, or State of War Emergency.

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- C. The Disaster Council shall meet upon call of the Chairperson or, in such person's absence from the City or inability to call such meeting, upon call of the Vice Chairperson.
- D. The Disaster Council shall have such other powers, duties, and responsibilities of a local disaster council pursuant to the provisions of Article 10 of the California Emergency Services Act (beginning with California Government Code Section 8610), as amended from time to time and any replacement for that Article if that Article is recodified or renumbered.

"2-4-105. Director and Assistant Director of Emergency Services.

- A. There is hereby established the Office of Emergency Services and the office of Director of Emergency Services is hereby created. The Director of Emergency Services is the director of the City's emergency organization. The City Manager shall be the Director of Emergency Services.
- B. There is hereby created the office of Assistant Director of Emergency Services. The Assistant City Manager shall be the Assistant Director of Emergency Services.

"2-4-106. Succession.

- A. Director of Emergency Services
 - 1. Should the City Manager as Director of Emergency Services be absent or unable to perform his or her duties, the individuals who hold permanent appointments to the positions named for this purpose in a letter signed by the City Manager and delivered to the City Clerk, shall automatically serve as Acting Director of Emergency Services, in the order specified in the letter, and shall serve until the City Manager, or an individual holding the permanent appointment to a position above the Acting Director of Emergency Services, in the order specified in the letter, is present and able to serve. The letter may, without limitation, include lists of successors for emergency and non-emergency situations, delineate the circumstances that trigger when a particular list controls the designation of the Acting Director of Emergency Services, and provide the parameters for determining when the City Manager or other successors are absent or unable to perform the duties of the Director of Emergency Services. Such persons who serve as Acting Director of Emergency Services must be employees or officers of the City.

2. An individual serving as Acting Director of Emergency Services shall have the authority and powers of the Director of Emergency Services.
 3. The City's emergency plan may provide additional guidelines to assist City personnel in determining when the City Manager, or his or her successor, is absent or unable to perform his or her duties, and when such individuals are available to serve, but in the event of a conflict between the letter provided to the City Clerk pursuant to Section 2-4-106(A)(1), and the provisions in the City's emergency plan, the letter shall prevail.
- B. In the event of a State of War Emergency, or declaration of a State of Emergency or Local Emergency, the City Council may be reconstituted and vacancies filled pursuant to Section 2-1-21 of this Code.
- C. In the event of a State of War Emergency, or declaration of a State of Emergency or Local Emergency, if the City Treasurer is unavailable, the Deputy City Treasurer who also serves as the Chief Financial Officer shall exercise the powers of City Treasurer. The term "unavailable" as used in this paragraph shall have the same meaning as that contained in Section 8636 of the California Government Code, or its successor provision.

"2-4-107. Powers and Duties of the Director and Assistant Director of Emergency Services.

- A. The Director of Emergency Services is hereby empowered to:
- (1) Monitor and evaluate potentially dangerous emergency situations, and when appropriate, request the City Council to proclaim the existence or threatened existence of a Local Emergency if the City Council is in session, or to issue such proclamation if the City Council is not in session. Whenever a Local Emergency is proclaimed by the Director of Emergency Services, the City Council shall take action to ratify or otherwise act upon such proclamation within 7 days thereafter. The Local Emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the City Council. If the City Council does not ratify the Local Emergency, such inaction shall not affect the validity of the Local Emergency during the period of time that it was in effect.
 - (2) Request the Governor to proclaim a State of Emergency when, in the opinion of the Director of Emergency Services, the locally available resources are inadequate to cope with the emergency and the City Council is not in session.

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- (3) Control and direct the effort of the emergency organization of the City for the accomplishment of the purposes of this Article.
- (4) Direct cooperation between and coordination of services and staff of the emergency organization of the City, and resolve questions of authority and responsibility that may arise between them.
- (5) Coordinate and carry out the policies and direction of the City Council and the Disaster Council, and perform such other duties and responsibilities as delegated by the Disaster Council or by the City Council.
- (6) Represent the City in all dealings with public or private agencies on matters pertaining to emergencies as defined herein.
- (7) Adopt rules and regulations consistent with the provisions of this Article for operation of the Office of Emergency Services
- (8) In the event of the proclamation of a Local Emergency as herein provided, the proclamation of a State of Emergency by the Governor or the director of the State Office of Emergency Services, or the existence of a State of War Emergency, the Director of Emergency Services, is hereby empowered:
 - (a) To implement and carry out the City of Beverly Hills Emergency Plan adopted pursuant to Section 2-4-109;
 - (b) To make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such emergency, including but not limited to orders or regulations imposing a curfew within designated boundaries where necessary to preserve the public order and safety; provided, however, such rules and regulations must be confirmed at the earliest practicable time by the City Council;
 - (c) To obtain from other sources such vital supplies, equipment, and other properties found lacking and needed for the protection of life and property, and to bind the City for the fair value thereof as provided in the emergency provisions of the City's purchasing regulations and, if required immediately, to commandeer the same for public use;

- (d) To authorize the use of any gifts of services, equipment, temporary loan of equipment, supplies, goods or other in-kind donations, as necessary to provide for the protection of life and property, regardless of whether the donation comes from public or private sources. The order authorizing the use of any gifts shall be in writing. Any such donations used by the City shall be deemed duly accepted by the City Council in accordance with Section 37354 of the California Government Code, or its successor provision. A report of all such gifts used shall be made to the City Council at its next regular meeting for review;
- (e) To require emergency services of any City officer or employee, to command the aid of as many citizens of this community as he or she deems necessary in the execution of his or her duties, and to grant to public officers, employees, and registered volunteers the authority to command the aid of citizens of this community as they deem necessary in the execution of their duties; such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered disaster service workers;
- (f) To requisition necessary personnel or material of any City department or agency;
- (g) To request state aid, including without limitation, financial aid, equipment, personnel, supplies or anything else that the state or federal government can provide to assist the City in coping with, responding to, or recovering from the emergency situation;
- (h) To perform such other functions as necessary or appropriate to cope with the emergency situation; and,
- (i) To execute all of his or her ordinary powers as City Manager, all of the special powers conferred upon him or her by this Article or by resolution or emergency plan pursuant hereto adopted by the City Council, and all powers conferred upon him or her by any statute, by any agreement approved by the City Council, and by any other lawful authority.

- (9) In the event of a situation in which a significant number of persons are without the ability to obtain shelter, resulting in a threat to their health and safety, the Director of Emergency Services may issue a declaration of a shelter crisis pursuant to Section 8698.2 of the California Government Code, or its successor provision.
- B. The Director of Emergency Services, or his or her designee, shall, with the assistance of emergency service chiefs, manage the emergency programs of the City.
- C. The Assistant Director of Emergency Services, under the supervision of the Director of Emergency Services, shall have such powers and duties as may be assigned by the Director of Emergency Services.

“2-4-108. Emergency Organization.

All officers and employees of the City, together with those volunteer forces enrolled to aid them during an emergency, and all groups, organizations, and persons who may by agreement or operation of law, including persons impressed into service under the provisions of Section 2-4-107(A)(8)(e) of this Article shall be charged with duties incident to the protection of life, property, and the environment in the City during such emergency, shall constitute the emergency organization of the City of Beverly Hills.

“2-4-109. Emergency Plan.

The City of Beverly Hills Disaster Council shall be responsible for the development of the City of Beverly Hills Emergency Plan, which plan shall provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a Local Emergency, State of Emergency, or State of War Emergency and shall provide for the organization, powers and duties, services, and staff of the emergency organization. Such plan shall take effect upon adoption by resolution of the City Council.

“2-4-110. Expenditures.

- A. Any expenditures made in connection with emergency activities, including mutual aid activities, shall be deemed conclusively to be for the direct protection and benefit of the inhabitants and property of the City of Beverly Hills.
- B. Section 3-2-101 of this Code requires a second signature on any check, draft, or warrant which exceeds an amount established by resolution of the council. The City Council may adopt by resolution an alternate threshold amount, and in the event a Local Emergency or a State of Emergency is duly proclaimed, or a State of War Emergency exists, a second signature shall only be required on any check, draft, or warrant if it exceeds that alternate threshold amount.

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“2-4-111. Punishment of Violations.

It shall be a misdemeanor, punishable pursuant to title 1, chapter 3 of this Code, for any person, during an emergency, to:

- A. Willfully obstruct, hinder, or delay any member of the emergency organization in the enforcement of any lawful rule or regulation issued pursuant to this Article, or in the performance of any duty imposed upon him or her by virtue of this Article.
- B. Do any act forbidden by any lawful rule or regulation issued pursuant to this Article.
- C. Willfully fail to obey a curfew regulation after being given due notice, either oral or written, of the curfew regulation.
- D. Wear, carry, or display, without authority, any means of identification specified by the Director of Emergency Services.”

Section 4. Section 10-3-4513 of Article 45 of Chapter 3 of Title X of the Beverly Hills Municipal Code is hereby repealed and replaced as follows:

“10-3-4513. Local Emergency Or Disaster Situations; Temporary Installations.

The City Manager, as the Director of Emergency Services designated in Section 2-4-105 of this Code, is authorized in the event of a local emergency or disaster to accommodate all providers of wireless services whose antenna facilities can be deployed immediately within the City for the purpose of implementing the City of Beverly Hills Emergency Plan, coordinating the emergency and disaster functions of the City, and protecting life and property. The temporary deployment of such wireless antenna facilities may be authorized at such locations, and for such period of time, as will afford maximum protection for the public health, welfare, and safety.”

Section 5. It is the intent of the City Council in enacting this Ordinance that it shall be considered a revision and continuation of the Municipal Code sections repealed by this Ordinance, and the status of disaster service workers shall not be affected by such repeal; nor shall plans and agreements, rules and regulations, or resolutions adopted pursuant to such repealed Municipal Code sections be affected by such repeal until amended, modified, or superseded as provided in this Ordinance.

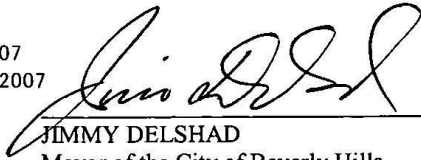
Section 6. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof, and any prior provision that has been repealed and replaced by such unconstitutional, invalid or ineffective section, subsection, subdivision, paragraph, sentence, clause, phrase or part thereof shall be reinstated. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

Section 7. Publication. The City Clerk shall cause this Ordinance to be published at least once in a newspaper of general circulation published and circulated in the City within fifteen (15) days after its passage, in accordance with Section 36933 of the Government Code; shall attest and certify to the adoption of this Ordinance and shall cause this Ordinance and the City Clerk's certification, together with proof of publication, to be entered in the Book of Ordinances of the Council of this City.

Section 8. Certified Copy. The City Clerk is hereby instructed to send a certified copy hereof to the Emergency Council.

Section 9. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the thirty-first (31st) day after its passage.


Adopted: July 10, 2007
Effective: August 10, 2007


JIMMY DELSHAD
Mayor of the City of Beverly Hills,
California

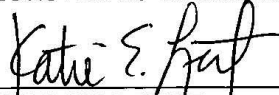
ATTEST:


BYRON POPE
City Clerk

APPROVED AS TO FORM:


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:


fr RODERICK J. WOOD
City Manager


KATIE LICHTIG
Assistant City Manager

ORDINANCE NO. 07-O- 2522

AN ORDINANCE OF THE CITY OF BEVERLY HILLS
ESTABLISHING RESTRICTIONS ON EXCESSIVE AND
UNJUSTIFIED INCREASES IN CONSUMER PRICES
DURING A DECLARED EMERGENCY

THE CITY COUNCIL OF THE CITY OF BEVERLY HILLS HEREBY
ORDAINS AS FOLLOWS:

Section 1. Pursuant to California Penal Code Section 396(i), municipalities are authorized to enact local legislation prohibiting excessive and unjustified increases in the prices of essential consumer goods and services when a declared state of emergency results in abnormal disruptions of the market. This Ordinance does not apply where prohibited or preempted by state or federal law.

Section 2. A new article 2 is hereby added to Chapter 4 of Title II of the Beverly Hills Municipal Code to read as follows:

“ARTICLE 2

**RESTRICTIONS PERTAINING TO EXCESSIVE AND UNJUSTIFIED
INCREASES IN CONSUMER PRICES DURING A DECLARED EMERGENCY
(also known as the ‘Anti-Price Gouging Ordinance’)**

2-4-201. Findings and Intent.

The City Council hereby finds that during emergencies and major disasters elsewhere, including, but not limited to, earthquakes, fires, floods, or civil disturbances, some merchants have taken unfair advantage of consumers by greatly increasing prices for essential consumer goods and services. While the pricing of consumer goods and services is generally best left to the marketplace under ordinary conditions, when a declared state of emergency results in abnormal disruptions of the market, the public interest requires that excessive and unjustified increases in the prices of essential consumer goods and services be prohibited. It is the intent of the City Council in enacting this ordinance to protect citizens from excessive and unjustified increases in the prices charged during or shortly after an emergency for goods and services that are vital and necessary for the health, safety, and welfare of consumers. Further it is the intent of the City Council that this Article be liberally construed so that its beneficial purposes may be served.

2-4-202. Definitions.

For the purposes of this Article, the following terms shall have the following meanings:

A. 'Building materials' means lumber, construction tools, windows, and anything else used in the building or rebuilding of property.

B. 'Consumer food item' means any article that is used or intended for use for food, drink, confection, or condiment by a person or animal.

C. 'Declared Emergency' means a Local Emergency or State of Emergency as defined in Section 2-4-102.

D. 'Emergency supplies' includes, but is not limited to, water, flashlights, radios, batteries, candles, blankets, soaps, diapers, temporary shelters, tape, toiletries, plywood, nails, and hammers.

E. 'Gasoline' means any fuel used to power any motor vehicle or power tool.

F. 'Goods' has the same meaning as defined in subdivision (c) of Section 1689.5 of the California Civil Code.

G. 'Housing' means any rental housing leased on a month-to-month term.

H. 'Medical supplies' includes, but is not limited to, prescription and nonprescription medications, bandages, gauze, isopropyl alcohol, and antibacterial products.

I. 'Repair or reconstruction services' means services performed by any person who is required to be licensed under the California Contractors' State License Law (Chapter 9 (commencing with Section 7000) of Division 3 of the California Business and Professions Code), for repairs to residential or commercial property of any type that is damaged as a result of an event that led to a Declared Emergency or State of War Emergency.

J. 'Transportation, freight, and storage services' means any service that is performed by any company that contracts to move, store, or transport personal or business property or rents equipment for those purposes.

2-4-203. Prohibition Against Excessive And Unjustified Increases In Consumer Prices During A Declared Emergency.

A. Consumer Goods and Services

1. Upon the proclamation of a Declared Emergency or an event triggering a State of War Emergency, and for a period of 30 days following the

proclamation of a Declared Emergency or the event that triggered a State of War Emergency, it is unlawful for a person, contractor, business, or other entity to sell or offer to sell any consumer food items or goods, goods or services used for emergency cleanup, emergency supplies, medical supplies, home heating oil, building materials, housing, transportation, freight, and storage services, or gasoline or other motor fuels for a price of more than 10 percent above the price charged by that person for those goods or services immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.

2. A person may increase prices in excess of the amount permitted in subsection A.1. if the seller or vendor can demonstrate that the increase in price is directly attributable to additional costs imposed on that person by the supplier of the goods, or directly attributable to additional costs for labor or materials used to provide the services, provided that in those situations where the increase in price is attributable to additional costs imposed by the seller's supplier or additional costs of providing the good or service during the Declared Emergency or State of War Emergency, the price represents no more than 10 percent above the total of the cost to the seller plus the markup customarily applied by the seller for that good or service in the usual course of business immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.

3. A business offering an item for sale at a reduced price immediately prior to the proclamation of a Declared Emergency or the event triggering a State of War Emergency may use the price at which it usually sells the item to calculate the price increase permitted pursuant to this subdivision.

B. Construction, Repair, and Clean-up Services

1. Upon the proclamation of a Declared Emergency or an event triggering a State of War Emergency, and for a period of 180 days following the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, it is unlawful for a contractor to sell or offer to sell any repair or reconstruction services or any services used in emergency cleanup for a price of more than 10 percent above the price charged by that person for those services immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.

2. A person may increase prices in excess of the amount permitted in subsection B.1. if the seller or vendor can demonstrate that the increase in price is directly attributable to additional costs imposed on that person by the supplier of the goods, or directly attributable to additional costs for labor or materials used to provide the services, provided that in those situations where the increase in price is attributable to the additional costs imposed by the contractor's supplier or additional costs of providing the service during the Declared Emergency or State of War Emergency, the price represents no more than 10 percent above the total of the cost to the contractor plus the markup customarily applied by the contractor for that good or service in the usual course of

business immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency.

3. A business offering an item for sale at a reduced price immediately prior to the proclamation of a Declared Emergency or the event triggering a State of War Emergency may use the price at which it usually sells the item to calculate the price increase permitted pursuant to this subdivision.

C. Hotel and Motel Rates

1. Upon the proclamation of a Declared Emergency or an event triggering a State of War Emergency, and for a period of 30 days following the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, it is unlawful for an owner or operator of a hotel or motel to increase the hotel or motel's regular rates, as advertised immediately prior to the proclamation of a Declared Emergency or the event that triggered a State of War Emergency, by more than 10 percent.

2. A hotel owner or operator may increase prices in excess of the amount permitted by subsection C.1. if the owner or operator can prove that the increase in price is directly attributable to additional costs imposed on it for goods or labor used in its business, to seasonal adjustments in rates that are regularly scheduled, or to previously contracted rates.

2-4-204. Extension of Time Period During Which Prohibition is in Effect.

The provisions of this Article may be extended for additional 30-day periods by the Director of Emergency Services or the City Council, if deemed appropriate to protect public health, safety, or welfare.”

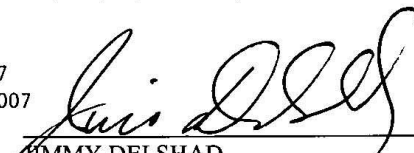
Section 3. Severability. If any section, subsection, subdivision, paragraph, sentence, clause or phrase in this Ordinance or any part thereof is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, subdivisions,

paragraphs, sentences, clauses or phrases be declared unconstitutional, or invalid, or ineffective.

Section 4. Publication. The City Clerk shall cause this Ordinance to be published at least once in a newspaper of general circulation published and circulated in the City within fifteen (15) days after its passage, in accordance with Section 36933 of the Government Code; shall attest and certify to the adoption of this Ordinance and shall cause this Ordinance and the City Clerk's certification, together with proof of publication, to be entered in the Book of Ordinances of the Council of this City.

Section 5. Effective Date. This Ordinance shall go into effect and be in full force and effect at 12:01 a.m. on the thirty-first (31st) day after its passage.

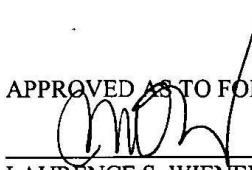
Adopted: July 10, 2007
Effective: August 10, 2007


JIMMY DELSHAD
Mayor of the City of Beverly Hills,
California

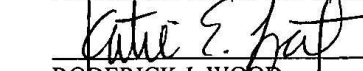
ATTEST:


BYRON POPE
City Clerk

APPROVED AS TO FORM:


LAURENCE S. WIENER
City Attorney

APPROVED AS TO CONTENT:


for RODERICK J. WOOD
City Manager


KATIE LICHTIG
Assistant City Manager

ORDINANCE NO. 06-O-2504

AN ORDINANCE OF THE CITY OF BEVERLY HILLS REGARDING PURCHASING
PROCEDURES AND AMENDING THE BEVERLY HILLS MUNICIPAL CODE

Section 1. Chapter 2 of Title 3 of the Beverly Hills Municipal Code is hereby amended in its entirety to read as follows:

“CHAPTER 3.

PURCHASING, PUBLIC WORKS CONTRACTS AND DISPOSITION OF PROPERTY

ARTICLE 1. GENERAL PROVISIONS

3-3-206: Emergencies.

A. In case of a locally declared emergency or if the City Manager determines there is an emergency situation, the City Manager or the Director of Emergency Services (if the City Manager is unavailable), is authorized to expend city funds without limitation on amount and without following the purchasing or bidding procedures otherwise required by this article. An emergency purchase shall be limited to those supplies, equipment or services necessary to satisfy the emergency need.

B. Expenditures made during a locally declared emergency or in an n emergency situation must be reported to the City council at the next regular council meeting if approval for such expenditures would otherwise have been made by the City Council.

C. As used in this section, an emergency situation is defined as an urgent foreseen situation that threatens life, property or the general public health, safety and welfare.

AUTHORITIES AND RESPONSIBILITIES OF LOCAL HEALTH OFFICERS IN DISASTERS

These references have been prepared strictly as a guide, and should not be construed as providing legal advice. To ensure compliance with applicable laws and regulations, city or county legal counsel should be consulted prior to invoking the authorities discussed in this document

HSC = Health and Safety Code

GC = Government Code

CCR = California Code of Regulations

PC = Penal Code

GENERAL DUTIES AND RESPONSIBILITIES OF COUNTY HEALTH OFFICER

The local health officer is delegated the responsibility for enforcement of public health laws and regulations.

HSC § 101000 County Health Officer Appointment

“Each board of supervisors shall appoint a health officer who is a county officer.”

HSC § 101460 City Health Officer; Appointment.

“Every governing body of a city shall appoint a health officer, except when the city has made other arrangements, as specified in this code, for the county to exercise the same powers and duties within the city, as are conferred upon city health officers by law.”

HSC § 101400 Contracts For County Performance Of City Health Functions.

“The board of supervisors may contract with a city in the county, and the governing body of a city may contract with the county for the performance by health officers or other county employees of any or all enforcement functions within the city related to ordinances of public health and sanitation, and all inspections and other related functions.”

HSC § 101025 Duties Of Governing Body Of County

“The board of supervisors of each county shall take measures as may be necessary to preserve and protect the public health in the unincorporated territory of the county, including, if indicated, the adoption of ordinances, regulations and orders not in conflict with general laws, and provide for the payment of all expenses incurred in enforcing them.”

HSC § 101030 Enforcement Duties.

“The county health officer shall enforce and observe in the unincorporated territory of the county all of the following:

- (a) Orders and ordinances of the board of supervisors, pertaining to the public health and sanitary matters.
- (b) Orders, including quarantine and other regulations, prescribed by the department.
- (c) Statutes relating to public health.”

HSC § 101375 Consent Of City; Enforcement Duties Of County Health Officer.

“When the governing body of a city in the county consents by resolution or ordinance, the county health officer shall enforce and observe in the city all of the following:

(a) Orders and quarantine regulations prescribed by the department and other regulations issued under this code.

(b) Statutes relating to the public health.”

HSC § 101405 Powers Of County Health Officers In City.

“Whenever a contract has been duly entered into, the county health officer and his or her deputies shall exercise the same powers and duties in the city as are conferred upon city health officers by law.”

EMERGENCIES, EMERGENCY PROCLAMATIONS, AND HEALTH OFFICER AUTHORITY DURING A PROCLAIMED EMERGENCY

GC § 8558 Degrees Of Emergency.

“Three conditions or degrees of emergency are established by this chapter:

(a) **"State of war emergency"** means the condition which exists immediately, with or without a proclamation thereof by the Governor, whenever this state or nation is attacked by an enemy of the United States, or upon receipt by the state of a warning from the federal government indicating that such an enemy attack is probable or imminent.

(b) **"State of emergency"** means the duly proclaimed existence of a disaster or of extreme peril to the safety of persons and property within the state caused by air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, other than resulting from a labor controversy causing a "state of war emergency," which, by reason of their magnitude, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of any single county, city and county, or city and require the combined forces of a mutual aid region or regions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.

(c) **"Local emergency"** means the duly proclaimed existence of a disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by air pollution, fire, flood, storm, epidemic, riot, drought, sudden and severe energy shortage, plant or animal infestation or disease, the Governor's warning of an earthquake or volcanic prediction, or an earthquake, other than resulting from a labor controversy, are or are likely to be beyond the control of the services, personnel, equipment, and facilities of that political subdivision and require the combined forces of other political subdivisions to combat, or with respect to regulated energy utilities, a sudden and severe energy shortage requires extraordinary measures beyond the authority vested in the California Public Utilities Commission.”

GC § 8630 Proclamation by local governing body.

“(a) A local emergency may be proclaimed only by the governing body of a city, county, or city and county, or by an official designated by ordinance adopted by that governing body.

(b) Whenever a local emergency is proclaimed by an official designated by ordinance, the local emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the governing body.

(c) The governing body shall review the need for continuing the local emergency at least once every 30 days, until the governing body terminates.

(d) The governing body shall proclaim the termination of the local emergency at the earliest possible date that conditions warrant.”

County Declaration of Local Emergency Applies to the Cities within the County

GC § 8630 Proclamation By Local Governing Body. Notes Of Attorney General Opinions 62 Ops.Cal.Atty.Gen. 701, 11-16-79

1. In general. “When the county has declared the local emergency based upon conditions which include both incorporated and unincorporated territory of the county, it is not necessary for the cities to also declare the existence of a local emergency independently.”
2. “Cities within a county are bound by county rules and regulations adopted by the county pursuant to *section 8634 of the Government Code* during a county proclaimed local emergency when the local emergency [*2] includes both incorporated and unincorporated territory of the county even if the cities do not independently declare the existence of a local emergency.”

Nothing in this opinion prohibits a city from declaring the existence of a local emergency even though the county has declared a local emergency for territory that includes that city. Such city may still declare a local emergency and exercise its powers, including adopting rules and regulations that are not in conflict with those promulgated by the county or state.

Health Officer's Authority During a Proclaimed Emergency

HSC § 101040 Authority To Take Preventive Measures During Emergency.

- a) “The local health officer may take any preventive measure that may be necessary to protect and preserve the public health from any public health hazard during any "state of war emergency," "state of emergency," or "local emergency," as defined by Section 8558 of the Government Code, within his or her jurisdiction.
- b) "Preventive measure" means abatement, correction, removal or any other protective step that may be taken against any public health hazard that is caused by a disaster and affects the public health. Funds for these measures may be allowed pursuant to Sections 29127 to 29131, inclusive, and 53021 to 53023, inclusive, of the Government Code and from any other money appropriated by a county board of supervisors or a city governing body to carry out the purposes of this section.
- c) The local health officer, upon consent of the county board of supervisors or a city governing body, may certify any public health hazard resulting from any disaster condition if certification is required for any federal or state disaster relief program.”

Health Emergency

HSC § 101080 Declaration Of Health Emergency; Conditions; Duration; Review. “Whenever a release, spill, escape, or entry of waste occurs as described in paragraph (2) of subdivision (b) of Section 101075 and the director or the local health officer reasonably determines that the waste is a hazardous waste or medical waste, or that it may become a hazardous waste or medical waste because of a combination or reaction with other substances or materials, and the director or local health officer reasonably determines that the release or escape is an immediate threat to the public health, or whenever

there is an imminent and proximate threat of the introduction of any contagious, infectious, or communicable disease, chemical agent, non-communicable biologic agent, toxin, or radioactive agent, the director may declare a health emergency and the local health officer may declare a local health emergency in the jurisdiction or any area thereof affected by the threat to the public health. Whenever a local health emergency is declared by a local health officer pursuant to this section, the local health emergency shall not remain in effect for a period in excess of seven days unless it has been ratified by the board of supervisors, or city council, whichever is applicable to the jurisdiction. The board of supervisors, or city council, if applicable, shall review, at least every 14 days until the local health emergency is terminated, the need for continuing the local health emergency and shall proclaim the termination of the local health emergency at the earliest possible date that conditions warrant the termination.”

Health Officer's Authority During a Declared Health Emergency

HSC §101085 Health Emergencies; Powers Of Health Officials.

“(a) After the declaration of a health emergency or a local health emergency pursuant to Section 101080, the director or local health officer may do any or all of the following:

(1) Only in the case of a release, spill, escape, or entry of waste as described in paragraph (2) of subdivision (b) of section 101075 require any person or organization that the director or local health officer shall specify to furnish any information known relating to the properties, reactions, and identity of the material that has been released, spilled, or escaped. The director or local health officer may require information to be furnished, under penalty of perjury, by the person, company, corporation, or other organization that had custody of the material, and, if the material is being transferred or transported, by any person, company, corporation, or organization that caused the material to be transferred or transported. This information shall be furnished to the director or local health officer upon request in sufficient detail, as determined by the director or local health officer, as required to take any action necessary to abate the health emergency or local health emergency or protect the health of persons in the jurisdiction, or any area thereof, who are, or may be affected. However, the burden, including costs, of furnishing the information shall bear a reasonable relationship to the need for the information and the benefits to be obtained wherefrom.

(2) Provide the information, or any necessary portions thereof, or any other necessary information available to the director or local health officer to state or local agencies responding to the health emergency or local health emergency or to medical and other professional personnel treating victims of the local health emergency.

(3) Sample, analyze, or otherwise determine the identifying and other technical information relating to the health emergency or local health emergency as necessary to respond to or abate the county health emergency and protect the public health.

(b) After the declaration of a local health emergency by the local health officer pursuant to Section 101080, the following shall apply in the jurisdiction in which the local health emergency has been declared:

(1) Other political subdivisions have full power to provide mutual aid to any area affected by a local health emergency in accordance with local ordinances, resolutions, emergency plans, or agreements therefore.

(2) State agencies may provide mutual aid, including personnel, equipment, and other available resources, to assist political subdivision during a local health emergency or in accordance with mutual aid agreements at the direction of the Governor.

(3) In the absence of a state of war emergency or state of emergency, the cost of extraordinary services incurred by political subdivisions in executing mutual aid agreements in a local health emergency shall constitute a legal charge against the state when approved by the governor in accordance with orders and regulations promulgated as prescribed in Section 8567 of the Government Code.

(c) Under this section, a local health emergency shall be considered a local emergency for purposes of Section 8659 of the Government Code.

(d) This section does not limit or abridge any of the powers or duties granted to the State Water Resources Control Board and to each regional water quality control board by Division 7 (commencing with Section 13000) of the Water Code. This section also does not limit or abridge the powers or duties granted to the State Air Resources Board or to any air pollution control district by Division 26 (commencing with Section 39000). This section does not limit or abridge any of the powers or duties granted to the Director of Food and Agriculture or to any county agricultural commissioner by Division 6 (commencing with Section 11401) or by Division 7 (commencing with Section 12501) of the Food and Agricultural Code.”

Personnel Resources Available to the Health Officer During a Health or Local Emergency

HSC § 101310 Health Emergencies.

“In the event a health emergency is declared by the board of supervisors in a county, or in the event a county health emergency is declared by the county health officer pursuant to Section 101080, the local health officer shall have supervision and control over all environmental health and sanitation programs and personnel employed by the county during the state of emergency”.

Note: A "health emergency" that is declared by the board of supervisors under HSC §101310 is a "local emergency" which has been proclaimed for a health-related reasons as defined under GC § 8558 (c) pursuant to GC § 8630. Historically, this has been interpreted to include emergencies with public health consequences such as an earthquake, flood, or other disaster

The Authority To Order An Evacuation

PC § 409.5

“(a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident, or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.2, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. **If the calamity creates an immediate menace to the public**

health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section. (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, marshal's office or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

The Authority To Order An Evacuation As a Result of An Avalanche
PC § 409.6.

“(a) Whenever a menace to the public health or safety is created by an avalanche, officers of the Department of the California Highway Patrol, police departments, or sheriff's offices, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, may close the area where the menace exists for the duration thereof by means of ropes, markers, or guards to any and all persons not authorized by that officer to enter or remain within the closed area. **If an avalanche creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions which are set forth above in this section.** (emphasis added)

(b) Officers of the Department of the California Highway Patrol, police departments, or sheriff's offices, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2, may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating hazardous conditions created by an avalanche to any and all unauthorized persons pursuant to the conditions which are set forth in this section whether or not that field command post or other command post is located near the avalanche.

(c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within that area, or any unauthorized person who willfully remains within an area closed pursuant to subdivision (a) or (b), after receiving notice to evacuate or leave from a peace officer named in subdivision (a) or (b), shall be guilty of a misdemeanor. If necessary, a peace officer named in subdivision (a) or (b) may use reasonable force to remove from the closed area any unauthorized person who willfully remains within that area after receiving notice to evacuate or leave.

(d) Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.”

COMMUNICABLE DISEASE PREVENTION AND CONTROL

HSC §120100. Definition of Health Officer

"Health Officer," as used in the Communicable Disease Prevention and Control Act (§27) includes county, city, and district health officers, and city and district health boards, but does not include advisory health boards.

HSC §120130 Isolation and Quarantine

(a) The Health officer may require strict or modified isolation or quarantine, for any case of contagious, infectious, or communicable disease when this action is necessary for the protection of the public health.

HSC §120175 Measures to Prevent Spread of Disease

Each health officer knowing or having reason to believe that any case of the diseases made reportable by regulation of the department, or any other contagious, infectious or communicable disease exists, or has recently existed, within the territory under his or her jurisdiction, shall take measures as may be necessary to prevent the spread of the disease or occurrence of additional cases.

HSC §120275 Violation of Isolation or Quarantine Order

Any person who, after notice, violates, or who, upon the demand of any health officer, refuses or neglects to conform to, any rule, order, or regulation prescribed by the department respecting a quarantine or disinfection of persons, animals, things, or places, is guilty of a misdemeanor.

THE PUBLIC INFORMATION OFFICER (PIO)

The City has a responsibility for providing the public with accurate, timely, and consistent information in an emergency. Informing the public is a special priority during emergency incidents, and the public expects timely information about the emergency.

The objectives of Emergency Public Information are to:

- rapidly provide the general public with information about the emergency and instructions about what they should do.
- provide the media with accurate, timely information about the extent of the emergency and response efforts.

To meet these objectives, public information officers (PIOs) at all levels must work together and with media representatives to disseminate information and instructions to the public when emergencies occur. The PIO team should:

- provide a PIO planning/work area in or near the EOC.
- coordinate with the Incident Command Post staff to establish a Media Photo Site for visual access near the scene of the incident.
- establish a Media Information Center for briefing the news media.
- establish a rumor control function to respond to public and media inquiries.
- coordinate with the Liaison Officer to handle VIP tours.
- Coordinate social media

The **primary role** of the PIO is to disseminate emergency instructions and critical information through the media to the public.

A **secondary function** is to provide the public (through the media) with accurate and complete information regarding incident cause, size, status, resources committed and potential short or long-term impacts, if known. For large incidents or incidents involving numerous response agencies, PIOs from all responding agencies should combine to form a public information team under the direction of the designated PIO in the EOC.

PIO TEAMS

PIO Teams consist of representatives from various departments who will support the Public Information function. All involved departments will name individuals who can speak and work as a representative of the City and the individual departments. These departments' representatives will work together under the general direction of the PIO function coordinator so that all information released is through coordinated effort.

EMERGENCY NOTIFICATION

Emergency notification instructions and advisories are primarily the City's responsibility. During the initial emergency phase, the PIO will assist in alerting the public to hazards and for providing emergency instructions regarding protective actions to be taken to avoid injury and protecting property. These public notifications should be made as soon as possible through the broadcast media to provide adequate time for response.

Notifications should include local and national wire services. To notify news media of a breaking story, give the following information:

- Your name
- City of Beverly Hills
- Type of incident
- Safety information
- Location of incident (include Thomas Brothers map coordinates).
- Any additional information for the news media (command post location, equipment on scene, best access route, etc.).

The PIOs will release emergency public information locally and provide status information to PIOs at higher levels of government. This information should be coordinated with all agencies involved in the incident.

EMERGENCY PHASE

During this phase the public information system is mobilized to provide public information of a pending hazard or to respond to media and public inquiries.

The PIO is an essential part of the field level and EOC Command Staff. The PIO function should be established as soon as possible to ensure prompt access to all current emergency response and health or safety information available. On-scene PIOs will coordinate with the PIO in the EOC.

Rapid dissemination of information is especially critical in a breaking event. The information should advise the public of the potential hazards and the nature of the hazard, area involved, evacuations and traffic control.

Rumor Control

Government is responsible for providing information and instructions to the public along with establishing an effective rumor control system. It is important to establish Rumor Control to respond to direct public and media inquiry.

MEDIA INFORMATION

Media Information Center

Media accommodation begins with access to the scene through a Media Information Center. It is important to remember that the media is an important element of emergency response as they can provide critical information to the Incident Commander/Emergency Operations Director and staff as well as the public.

A Media Information Center should be established to provide warning or precautionary information and to release information:

- On general safety instructions to the public via the media.
- Relating to the response activities on scene, medical, shelter, road/street closures and damage assessment.
- On the status of the incident, deaths (**when confirmed by the Coroner**), injuries,

displaced persons, damages, hospital status, school status and major problems.

The Media Information Center should be clearly marked if located within police lines. It should be staffed by qualified PIOs and open to all authorized news media representatives. The Media Information Center should be closed to the general public. Appropriate government officials and incident specialists may be brought into the Media Information Center area for interviews.

When working with the media it is important to provide:

- Location of media center(s)
- Best access routes to media center
- Location of media access photo sites
- Times of news briefings
- Airspace restrictions
- Street closures/detours
- Shelter and hospital addresses
- Hazardous materials dangers
- Language assistance for non-English speaking journalists
- Scheduled media tours of incident area (coordinate with the Liaison Officer)
- Weather information

Media Identification

Provisions for press passes should be determined before an incident occurs. Generally, the Police Department issues press passes to representatives from legitimate news gathering agencies. Provisions for a system of temporary press passes should be addressed to cover the occasion when legitimate journalists arrive on the scene of a major incident.

As a general guideline, any person employed by a news gathering agency, be it newspaper, wire service, television or radio station, or as a free lance journalist or photojournalist, is authorized access to disaster areas under Penal Code section 409.5 (d) or PC 409.6(d). As a general rule, media representatives should not be admitted to National Defense Areas such as the crash site of a military aircraft that has been established as a National Defense Area by the appropriate federal authority or contains vital military equipment. (66 Ops. Cal. Atty. Gen. 497 (1983)).

Other means of identification are Media Vehicle Placards and Press Photographer license plates (California vehicle Code Section 5008). The Department of Motor Vehicles, Special Plate Section states in part:

Vehicle Code Section 5008. “(a) Any person who is regularly employed or engaged as a bona fide newspaper, newsreel, or television photographer or cameraman, may, after the requirements for the registration of the motor vehicle have been complied with, also apply for special license plates, and the department shall issue special license plates in lieu of the regular license plates. The special license plates shall be affixed to the vehicle for which registration is sought and shall display the letters “PP” enclosed by a shield.

The applicant shall, by satisfactory proof, show that he or she is a bona fide newspaper, newsreel, or television photographer or cameraman.”

Pursuant to BCCR§172.00 (c), “regularly engaged” means “devoting more than 50 percent of employment time or deriving more than 50 percent of personal income from taking pictures for newspapers, newsmagazines, news gathering companies, for newsreels, or for television.”

These plates can be identified by the letters PP inside a triangle shaped shield, followed by a number. These vehicle identification plates serve only to identify the vehicle as the property of a media representative and all persons inside the vehicle should be properly identified.

News Conferences and Briefings

The Media Information Center should be able to accommodate all media representatives during news conference briefings. State policy allows all media representatives equal access to information developed for release. Physical access to the media center and site could be controlled or restricted. If access is controlled or restricted, public safety personnel at perimeter/barriers must be instructed in these procedures. For access within police and fire lines, media representatives must have valid "authorized" media identification issued by public safety agency or authorization on company letterhead (67 Ops.Cal.Atty.Gen.535 (1984)). See also, *Leiserson v. City of San Diego*, 184 Cal.App.3d41 (1986).

Media briefings and press conferences should be conducted on a regular or "as needed" basis. In preparing for briefings and press conferences, PIOs shall:

- arrange for an official spokesperson.
- announce briefings times to all media.
- arrange media tours, if such action will not hinder response efforts. (Coordinate with the Liaison Officer.)
- conduct tours for media pool representatives as needed.

PIOs should ensure that all information available for release is clear, concise, confirmed and approved by appropriate authority before release to the media or public. PIOs should not release unconfirmed information or speculate. Information, which is not confidential, would not hamper an investigation or jeopardize the rights and safety of an individual can and should be released.

Media Pools

The media should be allowed access.

If police personnel at the scene reasonably determine that such access will interfere with emergency operations, restrictions on media access may be imposed for only so long and only to such an extent as is necessary to prevent actual interference. See Leiserson at 51. If police personnel reasonably believe that the scene of an emergency is also the scene of a possible crime, the exclusion of the press from the immediate area may also be justified. See Leiserson at 53.

If restrictions or limitations are unavoidable, a "pool" system may be used to avoid congestion. Journalists on the scene should be permitted to select representatives from each medium (radio, television, newspaper, wire service, magazine, video and still photographers). They should also consider selecting representatives from each level of coverage (local, regional, national and international). These are then escorted into the area. These representatives will then share all information, photographs and video/audio recordings with other accredited journalists. Only journalists present when the pool is activated should be allowed access to pool material. A sign-up sheet may be used to record participants.

When access by the media must be denied or severely restricted, a valid explanation must be provided. The media pool is seen as a restriction placed on the media and coverage of the news. Media pools should be considered only as a last resort. Media representatives must be reasonably accommodated at disaster scenes.

Journalists selected as pool members must be willing and able to meet deadlines and share video, audio or still coverage, in a timely manner to all entitled to material generated by the media pool. Journalists not assigned to the media pool must obey lawful orders of public safety officers. Once the media pool is formed, only authorized pool members may have access to the immediate scene while access is limited.

Media Access Photo Sites (MAPS)

Media Access Photo Sites (MAPS) should be established for photojournalists to provide visual access. MAPS are specific locations designated for use by still and video media to provide visual access to emergency, crime, and hazardous materials scenes. The MAPS should be identified and established as a priority by the PIO or knowledgeable representative of the Incident Commander.

Criteria considered in identifying locations for Media Access Photo Sites:

- The site should be as close as possible to the incident yet not interfere with the operation of public safety officers or compromise the safety of media representative.
- The location should be chosen to give the best visual access to all areas of interest associated with the incident.
- The need to locate video trucks and support equipment as close as possible for technical reasons should be considered.

Journalists will have access to the media photo site; however all media briefings and interviews should be conducted at the Media Information Center near the Command Post or EOC.

In the event that the incident falls under the jurisdiction of the National Transportation Safety Board (NTSB), the media photo site should be activated immediately by the PIO Function. The Police Department will act as the investigator's agent when restricting access. They will decide on access. Officers are urged to treat the area as a crime scene, even though the incident may not have been the result of an obvious criminal act. Media photo sites should be placed outside the immediate crime scene area(s).

POST-EMERGENCY PHASE

Recovery

Information will continue to be released after termination of the emergency. This will include information on clean-up, possible health effects, traffic reports, restoration of essential services, extent of damage and available assistance programs available.

It is the responsibility of the PIO to:

- advise the public of recovery efforts
- provide for public meetings to address public concerns.
- continue monitoring public attitudes and revise public information strategies accordingly.
- reduce tension by issuing news releases on a regular basis.
- record and evaluate actions taken during incident for after action report.
- consider contacting the media for their input into the after action report.

- ensure that the PIO has business cards with phone numbers to give to media.

The following information should be released to the public when providing EMERGENCY public information.

LIFESAVING/HEALTH PRESERVATION INSTRUCTIONS

- ___ What to do (and why)
- ___ What **not** to do (and why)
- ___ Information (for parents) on status and actions of schools (if in session)
- ___ Hazardous/contaminated/congested areas to avoid
- ___ Curfews
- ___ Road, bridge, freeway overpass, dam conditions, and alternate routes to take.
- ___ Evacuation:
 - Routes.
 - Instructions (including what to do if vehicle breaks down).
 - Arrangements for persons without transportation.
 - Location of mass care/medical/
 - Coroner facilities, food, safe water. Status of hospitals.
- ___ First aid information
- ___ Fire fighting instructions
- ___ Emergency telephone number (otherwise request people not to use telephone). Stress to out-of-area media that people should **NOT** telephone into the area. Lines must be kept open for emergency calls
- ___ Instructions/precautions about utility use, sanitation, how to turn off utilities
- ___ Essential services available: hospitals, grocery stores, banks, pharmacies, etc.
- ___ Weather hazards/health risks (if appropriate)

EMERGENCY STATUS INFORMATION

- ___ Before release, clear all information with the Emergency Operations Deputy Director and the Emergency Operations Director
- ___ Verify all information before release
- ___ Provide all hotline numbers
- ___ Description of the emergency situation, including:
 - Number of deaths and injuries
 - Property damage to city and businesses and dollar value
 - Persons displaced
 - Magnitude of earthquake, number of fires, etc.
- ___ Description of government and private response efforts (mass care, medical, search and rescue, emergency repair, debris clearance, fire/flood fighting, etc.)
- ___ Any of the priority 1 information in summary form on a "nice to know" rather than "vital to know and act upon" basis
- ___ Status of Local Proclamation, Governor's Proclamation and Presidential Declaration
- ___ Where people should report/call to volunteer
- ___ How people in other areas can obtain information about relatives/friends in the disaster area (coordinate with Red Cross on release of this information). How disaster victims can locate family members

OTHER USEFUL INFORMATION

Usually this type of information will be released in the Recovery Period because of lack of time and other priorities during other phases.

- State/Federal assistance available.
- Disaster Application Center opening dates/times.
- Historical events of this nature.
- Charts/photographs/statistics from past events.
- Human interest stories
- Acts of heroism
- Historical value of property damaged/destroyed
- Prominence of those killed/injured.

MEDIA RELATIONS Dos and Don'ts

DO	DON'T
Prepare	Lie
Assume you're being recorded	Fake it
Respect their deadlines	Go "off the record"
Know the law regarding media	Say "no comment"
Speak officially-no opinions	Use industry slang or terminology
Give the whole story	Speculate
Treat them all equally	Make flippant remarks
Highlight your priorities	Tell one news agency what another is doing
Say "I don't know"	Wear sunglasses on camera
Be there for them-return calls	Fill the "pregnant pause"
Prepare a fact sheet of frequently asked questions	Put down your detractors
Suggest interesting story ideas	Argue with the press
Offer tours or support information	Try to say everything at once
Think "sound bite" or quote	Answer hypothetical's
Listen to the question	Say "Ah"
Practice	Respond to emotional appeals with emotion
Anticipate questions	Send a news release unless it's newsworthy
Correct their mistakes	Break the connection
Remember you are the expert	

Speak only for your agency or level of government.

- Arrange for meetings between the media and incident (field) personnel.
- Make sure telephones, coffee, etc., are available for media representatives if possible.
- Try to stay with your prepared statement.
- Stay cool; don't let questions unnerve you.
- Be direct and **only** comment on what you know - **DO NOT SPECULATE!**
- Have information release policy pre-set with EOC Director.
- Try to make the media your friend-they can either help or hinder your operation.

**SAMPLE MESSAGES FOR RELEASE
TO THE PUBLIC AND MEDIA**

EARTHQUAKE:

No Information Available
Update on Earthquake
Summary Statement on Earthquake

HAZARDOUS MATERIALS:

Unidentified Spill/Release in Heavy Traffic Area
Low Hazard/Confined Spill/Release - No General Evacuation
High Hazard Spill/Release - General Evacuation Requested/Mandatory
Summary Statement - Hazardous Material Incident

FLOODING:

Roads Closed
Approved Viewing Spots
Evacuation Ordered Flooding

DAM FAILURE:

Small Dam Crack
Evacuation Ordered - Dam Failure

POWER OUTAGE

Please be advised that Edison is undergoing a Stage III Power Alert, resulting in temporary rolling power outages for portions of the City of Beverly Hills. Power will be restored within a given amount of time, generally within one hour. For more information, contact Edison at 1.800.655.4555

RADIO MESSAGE

EARTHQUAKE

NO INFORMATION AVAILABLE

This is (*identify presenter*) _____ at the _____. An earthquake of undetermined magnitude has just been felt in the _____ area. At this time we have no confirmed reports of injuries or damage. Police and fire units are responding to the area. We will keep you updated as reports come in. Meanwhile, be prepared for aftershocks. If shaking begins again and you can safely do so, quickly seek shelter under a sturdy piece of furniture. Avoid dangerous objects such as tall, unsecured bookcases, mirrors and windows. If your house has been damaged and you smell gas, shut off the main gas valve. Switch off electrical power if you suspect damage to the wiring. Do not use your telephone unless you need emergency help. Check your house for damage. Leave your house only if it is severely damaged.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO MESSAGE

EARTHQUAKE

UPDATE ON EARTHQUAKE

This is (*identify presenter*) _____ at the _____. The magnitude of the earthquake which struck the _____ area at _____ today has been determined to be _____. The epicenter has been fixed at _____ by (*scientific authority*) _____.

This office has received reports of _____ deaths (***confirmed by coroner***), _____ injuries, and homes damaged. No dollar damage figure is yet available. Police and fire units are on the scene to assist residents.

(*Continue with summary of situation.*)

Aftershocks continue to be felt in the area. If you feel shaking and it is safe to do so, quickly seek shelter under a sturdy piece of furniture. Avoid danger spots. Do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

SUMMARY STATEMENT FOR MEDIA

EARTHQUAKE

At approximately ____ today, a magnitude ____ earthquake struck the _____ area, with its epicenter at _____. Fire and police units were immediately dispatched to assess injuries and damage.

*(Indicate injuries, deaths (**confirmed by the Coroner**), property damage, fires, etc., reported to date.)*

_____ aftershocks were felt, the largest occurring at *(time)* _____. No additional damage was reported *(or specify damage)*.

Over _____ response personnel from police agencies, fire agencies and other City staff were called into action. The American Red Cross opened shelters at for persons unable to remain in their homes and reported lodging and feeding over _____ persons. At *(time)* _____ on *(date)* _____, the County Board of Supervisors/City Council proclaimed the existence of a Local Emergency and requested that the Governor proclaim a State of Emergency. The Board/Council also asked the Governor to request the President to declare a Major Disaster/Emergency. Damage to private and public buildings has been estimated to exceed \$_____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO MESSAGE

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

**UNIDENTIFIED SPILL/RELEASE IN
HEAVY TRAFFIC AREA**

This is *(identify presenter)* _____ at the _____. An unidentified substance has been spilled/released at *(specific location)* _____. Please avoid the area, if possible, while crews are responding. The best alternate routes are _____.

If you are already in the area, please be patient and follow directions of emergency response personnel. The substance will be evaluated by specially trained personnel, and further information will be released as soon as possible.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it. Thank you for your cooperation.

RADIO MESSAGE

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

LOW HAZARD/CONFINED SPILL/RELEASE - NO GENERAL EVACUATION

This is (*identify presenter*) _____ at the _____. A small amount of _____, a hazardous substance, has been spilled/released at _____. Streets are blocked, traffic is restricted, and authorities have asked residents in the immediate _____ block area to evacuate. Please avoid the area. The material is slightly/highly toxic to humans and can cause the following symptoms: _____. If you think you may have come in contact with this material, you should (*give health instructions and hotline number, if available*) _____. For your safety, please avoid the area if at all possible. Alternate routes are _____ and traffic is being diverted. If you are now near the spill/release area, please follow directions of emergency response personnel. Cleanup crews are on the scene.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it. Thank you for your cooperation.

(Suggest EAS use: request repeated broadcast.)

RADIO MESSAGE

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

**HIGH HAZARD SPILL/RELEASE-GENERAL EVACUATION
REQUESTED/MANDATORY**

This is *(identify presenter)* _____ at the _____. A large/small amount of _____, a highly hazardous substance, has been spilled/released at _____. Because of the potential health hazard, authorities are requesting/requiring all residents within blocks/miles of the area to evacuate. If you are *(give evacuation zone boundaries)*

_____, you and your family should/must leave as soon as possible/now. Go immediately to the home of a friend or relative outside the evacuation area or to *(indicate shelter)* _____.

If you can drive a neighbor who has no transportation, please do so. If you need transportation, call _____. Children attending the following schools: *(list)* _____ will be evacuated to: _____.

Do not drive to your child's school. Pick your child up from school authorities at the evacuation center.

Listen to this station for instructions.

The material is highly toxic to humans and can cause the following symptoms: _____. If you are experiencing any of these symptoms, seek help at a hospital outside the evacuation area, or at the evacuation center at _____.

To repeat, if you are in the area of _____ you should/must leave, for your own safety. Do not use your telephone unless you need emergency assistance.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

SUMMARY STATEMENT FOR MEDIA

**HAZARDOUS MATERIAL INCIDENT
(including WMD)**

(TO BE ADAPTED ACCORDING TO THE SITUATION)

At approximately _____ a.m./p.m. today (a private citizen, city employee, etc) reported a spill/release of a potentially hazardous substance to this office.

(Police/fire) units were immediately dispatched to cordon off the area and direct traffic. The material was later determined to be (describe) _____, a (hazardous/harmless) (chemical/substance/material/gas) which, upon contact, may produce symptoms of _____.

Precautionary _____ evacuation _____ of _____ the (immediate/X__-block) area surrounding the spill was (requested/required) by (agency) _____.

Approximately (number) _____ persons were evacuated.

Clean-up crews from (agency/company) _____ were dispatched to the scene, and normal traffic had resumed by (time) _____, at which time residents were allowed to return to their homes. There were no injuries reported (or) _____ persons, including (no. of) (fire/police) personnel, were treated at area hospitals for _____ and (all, number) were later released. Those remaining in the hospital are in _____ condition.

Response agencies involved were _____.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO/TV MESSAGE

FLOODING

ROADS CLOSED

This is (*identify presenter*) _____ from the _____. The recent storm has caused severe/moderate flooding in several/many areas of the city/county. As of _____ today, the following roads/streets have been closed by law enforcement officials: _____

Please avoid these roads/streets. If you must travel, use alternate routes. Avoid all coastal roads.

Again, those roads/streets which have been closed are _____

Please stay tuned to this station for additional road closure information.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

RADIO/TV MESSAGE

FLOODING

APPROVED VIEWING SPOTS

This is (*identify presenter*) _____ from the _____. The following storm-damaged areas are still extremely hazardous and should be avoided: _____

Please do not try to sightsee in these areas. You could be hurt.

Again, please avoid the storm-damaged areas, flood control channels and streams. You may place your life and that of others in danger.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation.

RADIO/TV MESSAGE

EVACUATION ORDERED
(specify mandatory or voluntary)

This is *(identify presenter)* _____. The (disaster) situation continues in parts of the City of Beverly Hills. For your safety, I am asking that you leave the *(give boundaries of local area, evacuation routes)* _____ area as soon as possible.

Be sure to take essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers - but do not overload your car. Secure your home before you leave. Be sure to check on any neighbors who may need assistance.

If you cannot stay with relatives or friends outside of the evacuated area, go to (one of) the Red Cross shelter(s) at _____.

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuated area to take care of your pet, *(give instructions)* _____.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, *(give instructions)* _____.

If you have no means of transportation or if you are physically unable to evacuate on your own, ask a neighbor to assist you or call _____. Otherwise, please do not use your telephone except to report an emergency.

I repeat. If you live in the *(give boundaries)* _____ area, you are requested/required to evacuate for your own safety. Stay tuned to this station for more information and instructions.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Thank you for your cooperation and your courtesy to others.

Repeat complete message.

RADIO MESSAGE

RESEVOIR FAILURE

SMALL RESERVOIR CRACK

This is (*identify presenter*) _____ at the _____. We have reports of a small crack in the _____ dam. At this time this information is unconfirmed. _____ units are responding to the area. We will keep you updated. Please do not use your telephone unless you need emergency help.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Stay tuned to this station for emergency instructions and information on the situation.

RADIO/TV MESSAGE

RESERVOIR FAILURE - EVACUATION ORDERED

(To be announced by Mayor, Police Chief, or other City authority.)

This is (*identify presenter*) _____. The crack in the _____ dam appears to be growing larger. _____ have warned that complete rupture could occur within the next few days/few hours/week. For your safety, I am asking that you leave the (*give boundaries of threatened area and evacuation routes*) _____ area as soon as possible. The American Red Cross is setting up shelters at _____. If you cannot stay with relatives or friends outside the evacuation area, go to one of these shelters.

Take only essential items - medicine, special foods, personal items, baby supplies, clothing, money, and valuable papers. **Do not overload your car.** Secure your home before you leave. Lock windows and doors, turn off water and gas, and disconnect all electrical appliances except refrigerators and freezers. Be sure you have a full tank of gas.

Pets will not be allowed in American Red Cross shelters. If you cannot make arrangements for someone outside the evacuation area to take care of your pet, (*give instructions*) _____.

Do not allow your pet to run loose. If you cannot make arrangements for your large animals, (*give instructions*) _____.

If you have no means of transportation, ask help from a neighbor or friend, or walk to one of the following pickup points: _____.

Bring only what you can carry. A bus will take you to an American Red Cross shelter. If you are physically unable to go to one of the pickup points, call _____ Otherwise, please do not use your telephone. Lines must be kept free.

These instructions will continue to be repeated, along with additional information about the emergency situation.

If you know of someone who is unable to understand, see, or hear this message, please tell them about it.

Stay tuned to this station.

Please remain calm. Your cooperation and courtesy to others will help us to evacuate the area safely and quickly.

MEDIA ACCREDITATION PROCEDURES

During a local emergency the Library Auditorium will be used as the Media Center/Joint Information Center. All media personnel requesting information should report there.

Media personnel should be prepared to present photo I.D. in the form of a valid signed and dated photo identification card issued to the bearer from the Los Angeles County Sheriff's Department. Additional verification may be required.

No provisions will be made to feed or house media personnel.

*Members of the media **may not** be allowed to enter the Emergency Operations Center (EOC) without authorization, as their presence may disrupt emergency operations.*

CITY OF BEVERLY HILLS DISASTER SERVICES BULLETIN

This bulletin is printed for the residents of Beverly Hills. This bulletin will be updated [schedule]. Please contact [name] at 310-550-4680 if you have important information that may assist others in the community during this disaster.

HUMAN SERVICES

AMERICAN RED CROSS SERVICES

Red Cross Services in the City of Beverly Hills are located at:

[Location 1]

At this location the following services are available:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

[Location 2]

At this location the following services are available:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

The American Red Cross may be phoned at 1-888-737-4306, 310-445-9935 (West District ARC)

There are/are no emergency services at [name] Park [or Recreation or Community Center].

ADDITIONAL SHELTERS

Additional shelters are at [location]. This shelter is for [families, seniors, special needs populations, single men, etc.].

SALVATION ARMY

At [location], The Salvation Army is providing the following services:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

The Salvation Army may be phoned at (xxx) xxx-xxxx.

**OTHER COMMUNITY SERVICE GROUP SHELTERS/
ASSISTANCE CENTERS**

At [location], the [organization, church, etc.] is providing the following services:

[meals, shelter, bottled water, clothing, first aid, utilities, family services, damage assessment, health services, mental health, limited meals, phone bank].

FIRST AID/MEDICAL CARE

Emergency medical care and first aid is available at the following location(s):

[location 1]: From [time AM] until [time PM].

[location 2]: From [time AM] until [time PM].

MENTAL HEALTH SERVICES

L. A. County Dept. of Mental Health operates a 24-hour bilingual hotline offering referrals to County Mental Health Counselors for people experiencing distress relating to the disaster. Call (800)854-7771.

EMERGENCY FOOD DISTRIBUTION

Emergency food distribution is available at the following location(s):

[location 1: From [time AM] until [time PM] on [list days available].

CLOTHING AND EMERGENCY SUPPLIES

Additional distribution of clothing and emergency supplies is being held at [location] from [time AM] to [time PM] on [days].

CHILD CARE SERVICES

Child care services are available at the following locations during this disaster:

[location 1]: From [time AM] to [time PM] on [days].

SENIOR CITIZENS SERVICES

Senior Citizens programs are/are not available at the following locations:

[location 1]: From [time AM] to [time PM] on [days].

Services available: [meals, day care, recreation services, medical care, etc.].

SPECIAL NEEDS

For disabled individuals or others with special needs, contact Info Line at 211 for additional assistance.

GOVERNMENT SERVICES

If you have a life threatening emergency dial 911

CITY HALL SCHEDULE

During the disaster period, the hours at City Hall are as follows:

The Disaster Hotline number is: 310-550-4680

BUILDING INSPECTIONS

If you rent or own a building that has been damaged by the [type] disaster, contact the City of Beverly Hills Building & Safety Dept. at (310) 285-1141 to request an inspection. You may also visit the offices at 455 N. Rexford Drive, Room G10.

WARNING SIGNS ON BUILDINGS

If a building has been posted with a yellow or red inspection notice, contact the City of Beverly Hills Building & Safety Dept. at (310) 285-1141 regarding entry. If a building has been tagged with a green inspection notice and there have been additional aftershocks [or other damaging activity], the building may no longer be safe. Contact the City of Beverly Hills Building & Safety Dept at (310) 285-1141 regarding entry if building damage is apparent.

EARTHQUAKE REPAIRS

Contact the City of Beverly Hills Building & Safety Dept. at (310) 285-1141 to obtain information regarding repairs to any damaged building or structure. Repairs may not be made without a building permit.

PUBLIC WORKS DISASTER ASSISTANCE

To report the following disaster problems, call: (310) 285-2467

Road closures/signal malfunction

Refuse collection

Water trouble

Street damage

Storm damage to private property

Mudslide reports

Blocked storm drains/catch basins/street flooding

SAND BAGS

*Sandbags are available at Public Works Street Division Yard: 933 W. Third Street
For additional sandbag information, call (310) 288-ABAG.*

LIBRARY SERVICES

*Regular City library services are/are not available at the library.
The City library is open for [regular/limited] service:
The Library is expected to open on [date].*

RECREATION SERVICES

Normal [or limited] City of Beverly Hills recreation services are available at [name] Park [or Recreation or Community Center].

SCHOOLS

Elementary and intermediate schools in the Beverly Hills Unified School District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The Beverly Hills Unified School District may be contacted at (310) 551-5100.

The Beverly Hills High School is/is not open. Classes will resume on [date] [or we have no information on when school will reopen]. The Beverly Hills Unified School District may be contacted at (310) 551-5100.

Adult Education and Continuation schools in the Beverly Hills Unified School District are/are not open. Classes will resume on [date] [or we have no information on when school will reopen]. The Beverly Hills Unified School District may be contacted at (310) 551-5100.

FEMA/CalOES/COUNTY

Disaster Application Centers (DACs), managed by FEMA/CalOES, in the City of Beverly Hills are located at [location] and at [location]. The following services and/or information resources are provided: [SBA loan applications, medical, child care, mental health, Individual/Family Grants (CALDAP Program), Section 8 Housing (L A County), Food Stamps (referral), Unemployment, Disability, So Cal Edison, Water, So Cal Gas, LA County Assessor, State Board of Equalization, IRS, Veteran's Assistance, State Contractor License Board, minority business assistance. Verify data as services and programs may vary by disaster.].

County Disaster Hotline (INFO LINE)

(xxx) xxx-xxxx

FEMA Tele-registration Number

To apply for Disaster Assistance:

(xxx) xxx-xxx

(xxx) xxx-xxxx /Hearing Impaired

FEMA Disaster Helpline

For information or questions regarding applications already filed:

(xxx) xxx-xxxx

(xxx) xxx-xxxx /Hearing Impaired

TRANSPORTATION

BUS SERVICE

MTA bus routes [# ____, ____, ____ etc.,] are/are not in regular service [or limited bus service is available on lines [# ____, ____, ____].

Special City of Beverly Hills [or MTA] shuttle bus service is available as follows: [describe].

Bus passes are/are not available at [list City facilities where tickets are normally sold].

ROAD CLOSURES

CHP Public Information Line will provide road closures information for Los Angeles County highways. (323)906-3434

Cal Trans Highway Information Network also provides road closures information. Information is available by touch tone phones only at (310) 317-9537.

The following road closures are in effect due to [damage, contamination, flooding, etc.]. These closures will remain in effect indefinitely [or until [date]].

The following bridges/overpasses are closed: [list closures].

There are road closures in effect on the following roads: [list freeway #] between [major cross streets 1] and [major cross street 2]. Suggested alternate routes are: [list suggested alternate].

[list major roads] between [major cross streets 1] and [major cross street 2]. Suggested alternate routes are: [list suggested alternate].

The following [areas or streets] are closed to all but local [residents or traffic]. Drivers wishing to enter these areas must provide identification.

UTILITIES

WATER

Piped water is/is not available in all areas of the City of Beverly Hills [or list areas where water is available through the pipes]. Water crews are working overtime [or around the clock] to restore water service. Partial restoration of water service is expected by [time/date]. Full restoration of water service is expected by [time/date].

A "BOIL WATER" order is in effect for the entire City of Beverly Hills [or in the following areas until further notice.

Bottled water is available at [location].

Bulk water is available at [location]. Please be sure to bring your own containers for this bulk water.

Call the City of Beverly Hills' Public Works Department at 310.285.2467.

ELECTRICITY

Electrical power is/is not available in all areas of the City [or list areas where electricity is available]. Utility crews are working overtime [or around the clock] to restore electrical service.

Electricity will be available from [time] to [time]. This rationing of electrical power is expected to continue until [date]. Partial restoration of electricity is expected by [time/date]. Full restoration of electricity is expected by [time/date].

*Call **Southern California Edison Co.** at (800) 962-6269 to report downed power lines.*

NATURAL GAS

Natural gas is/is not available in all areas of the City of Beverly Hills [or list areas where natural gas is available]. Utility crews are working overtime [or around the clock] to restore natural gas service. Partial restoration of natural gas is expected by [time/date]. Full restoration of natural gas is expected by [time/date]. Propane fuel for gas barbecues and grills is available at [name/location].

*Call **Southern California Gas Co.** at (800) 325-4070 to report gas leaks/problems.*

TELEPHONE SERVICE

Telephone service is/is not available in all areas of the City of Beverly Hills [or list areas where telephone service is available]. Utility crews are working overtime [or around the clock] to restore telephone service. Partial restoration of telephone service is expected by [time/date]. Full restoration of telephone service is expected by [time/date]. Pay telephones are available at [locations].

[SBC] (800) 332-1321.

TRASH PICKUP

Trash pickup service is/is not available in all areas of the City of Beverly Hills [or list areas where trash pickup service is available]. Partial restoration of trash pickup service is expected by [date]. Full restoration of trash pickup service is expected by [date]. You may dump trash at [location]. This facility is open [days] from [time AM] to [time PM].

Call the City of Beverly Hills' Public Works Department at 310-285-2467.

MISCELLANEOUS

REMAIN PREPARED

A reminder to stay prepared as we continue to have strong aftershocks. You should keep at least one change of clothing, walking shoes, water, flashlight and other necessities [medication, first aid items, special needs items] in a place that is readily accessible.

STATISTICS

[Briefly describe the event causing the disaster]

As a result of this disaster, there are:

[#] confirmed dead

[#] serious injuries

[#] persons in shelters

[#] residential structures damaged

[#] residential structures destroyed

[#] businesses damaged

[#] businesses destroyed

Residential structure damages are estimated at

[\$]

Commercial / Industrial losses are estimated at

[\$]

The total damage estimate at this time is

[\$]

PUBLIC SERVICE ANNOUNCEMENTS

Those persons that have cable television available may turn to channels 10, 35 to receive disaster information.

Turn to 1500 AM for emergency and traffic information.

ANIMAL CARE

If you lost an animal during the [type] disaster, contact the SPCA at (310) 523-9566 to see if your pet has been rescued.

If you have an animal that you are unable to properly care for, contact the SPCA at (310) 523-9566 regarding temporary pet care arrangements.

MONEY DONATIONS

*The **American Red Cross** is in desperate need of cash donations to help provide disaster services. Please make your check payable to the ARC. Checks may be sent to your local American Red Cross.*

Please do not send cash!

Credit Card Donations: (xxx) xxx-xxxx or (xxx) xxx-xxxx /Spanish

FOOD DONATIONS

Donations of food and clothing are being accepted at [location(s)] [or Donations of food and clothing are not being accepted at this time due to lack of storage space].

VOLUNTEERS

*All persons wishing to serve as disaster volunteers with the City should call [name] [(310) 550-4600], or come in person to register at [location] from [hours] on [days of the week].
or [Call the Info Line at 211. [The following organizations are assisting people with [describe].
[List any appropriate agencies not already listed.]*

STORES THAT ARE OPEN

Following is a list of local stores that are open. Please contact the store directly for their hours.

OTHER NOTICES

A benefit for disaster victims will be held at [location] on [date] at [time]. A memorial for disaster victims will be held at [location] on [date] at [time].

WARNING ! ! !

CON ARTISTS AND SCAMS

While disasters bring out the best in most people, disasters are also opportunities for con artists and other criminals. Be sure that those business people that you deal with are reputable and honest. Carefully review any documents that you sign for work on your home or business. Fly-by-night contractors prey on people during a disaster. Don't pay for work until the job is done. If you have a question, contact the California State Contractors Board at 800.321.2752. If you believe that you are the victim of a scam, immediately contact the Beverly Hills Police Department at [(310) 285-2122].

FINANCIAL ASSISTANCE

Make a claim with FEMA.

SHELTER LOCATION

INSURANCE

State Insurance Commissioners Office: 800.927.4357

People who may have questions about what is covered through their homeowners and business insurance policies may call. The line is staffed [list days] from [time AM] to [time PM].

State Insurance Consumer Hotline: 800.927.4357

The hotline provides information about insurance policies or instructions on how to make a new insurance claim for disaster damage.

CONTRACTORS

California State License Board Disaster Hotline: (xxx) xxx-xxxx

The hotline provides information and assistance to homeowners in locating a licensed contractor to repair damages to their property. The line is staffed [list days] from [time AM] to [time PM].

DISASTER RECOVERY TIPS

Provided by the American Red Cross

Contact your insurance agent

Report to your nearest Red Cross Service Center or call your local Red Cross Chapter

Apply for federal assistance (FEMA)

Take an inventory of items needed to begin recovery (basic items first)

Take an inventory of financial resources

Keep an inventory of financial resources

Take an inventory of your support systems - family, friends, neighbors, co-workers - to help

Take care of your mental health

FEMA

FEMA Teleregistration will assist people who sustained damage from the disaster. Apply by telephone for financial assistance. (xxx) xxx-xxxx or (xxx) xxx-xxxx /Hearing Impaired

DPSS/IMMEDIATE NEEDS

People who are receiving AFDC and sustained damage from the disaster may be eligible for financial assistance through the Immediate Needs program. People should apply through their eligibility worker.

CLEAN-UP KITS

The (agency) is providing free clean-up kits for families whose homes were damaged from the disaster. To request a clean-up kit people must show proof of living in an area that has reported damage. The kits include items such as buckets, gloves, mop, broom, sponges and cleaning products. Call (xxx) xxx-xxxx for the location.

SOCIAL SECURITY

People who receive social security and need assistance with their case may call the social security teleservice number at 800.772.1213.

VETERANS ASSISTANCE

Veterans may receive assistance with insurance settlements and other disaster related services.

INCOME TAX ASSISTANCE

People who sustained damage from the disaster and need assistance with their income tax returns may call for advice. The hours are [list days] from [time AM] to [time PM]. (xxx) xxx-xxxx or (xxx) xxx-xxxx /Hearing Impaired

LEGAL ASSISTANCE

State Bar of California's Legal Information Line

The information lines assist people with legal matters relating to the disasters. The line will make referrals to assigned volunteer lawyers when appropriate. Volunteer lawyers will provide free legal advice. Referrals are also available for cases that required future assistance with fees involved. (xxx) xxx-xxxx

PROPERTY TAX ASSISTANCE

*If your property was damaged by this disaster, you may be eligible for property tax relief. Call the **Los Angeles County Assessor** for Misfortune and Calamity information at 310.665.5300.*

EMERGENCY HOUSING

People who are in need of housing as result of the disaster should call or visit the American Red Cross. 213.739.5205.

THANK YOU! THANK YOU! THANK YOU!

The residents of the City of Beverly Hills have pitched in beautifully to help each other deal with the response and recovery during this disaster. While we are all tired and stressed, we should be very proud of ourselves and optimistically move forward to a speedy recovery.

MEDIA ACCESS REGULATIONS

The following are extracts from Government Codes and Regulations relating to the granting of access to the media to closed or restricted areas during incidents and disasters:

California Penal Code

Section 409.5 Power of peace officers to close areas during emergencies; Entering or remaining within area as misdemeanor; Exception as to newspaper representatives, etc.

- (a) Whenever a menace to the public health or safety is created by a calamity including a flood, storm, fire, earthquake, explosion, accident or other disaster, officers of the Department of the California Highway Patrol, police departments, marshal's office, or sheriff's office, any officer or employee of the Department of Forestry and Fire Protection designated a peace officer by subdivision (g) of Section 830.2, and any officer or employee of the Department of Parks and Recreation designated a peace officer by subdivision (f) of Section 830.2, any officer or employee of the Department of Fish and Game designated a peace officer under subdivision (e) of Section 830.1, and any publicly employed full-time lifeguard or publicly employed full-time marine safety officer while acting in a supervisory position in the performance of his or her official duties, may close the area where the menace exists for the duration thereof by means of ropes, markers or guards to any and all persons not authorized by the lifeguard or officer to enter or remain within the enclosed area. If the calamity creates an immediate menace to the public health, the local health officer may close the area where the menace exists pursuant to the conditions set forth in this section.
- (b) Officers of the Department of the California Highway Patrol, police departments, marshal's office, or sheriff's office, officers of the Department of Fish and Game designated as peace officers by subdivision (e) of Section 830.2, or officers of the Department of Forestry and Fire Protection designated as peace officers by subdivision (g) of Section 830.2 may close the immediate area surrounding any emergency field command post or any other command post activated for the purpose of abating any calamity enumerated in this section or any riot or other civil disturbance to any and all unauthorized persons pursuant to the conditions set forth in this section whether or not the field command post or other command post is located near to the actual calamity or riot or other civil disturbance.
- (c) Any unauthorized person who willfully and knowingly enters an area closed pursuant to subdivision (a) or (b) and who willfully remains within the area after receiving notice to evacuate or leave shall be guilty of a misdemeanor.
- (d) **Nothing in this section shall prevent a duly authorized representative of any news service, newspaper, or radio or television station or network from entering the areas closed pursuant to this section.**

Federal Aviation Regulations

TITLE 14 – AERONAUTICS AND SPACE

Part 91, Subpart B - Flight Rules

Special Federal Aviation Regulations

General

14 CFR 91.137

§ 91.137 Temporary flight restrictions in the vicinity of disaster/hazard areas.

- (a) The Administrator will issue a Notice to Airmen (NOTAM) designating an area within which temporary flight restrictions apply and specifying the hazard or condition requiring their imposition, whenever he determines it is necessary in order to—
 - (1) Protect persons and property on the surface or in the air from a hazard associated with an incident on the surface;
 - (2) Provide a safe environment for the operation of disaster relief aircraft; or
 - (3) Prevent an unsafe congestion of sightseeing and other aircraft above an incident or event which may generate a high degree of public interest.

The Notice to Airmen will specify the hazard or condition that requires the imposition of temporary flight restrictions.

- (b) When a NOTAM has been issued under paragraph (a)(1) of this section, no person may operate an aircraft within the designated area unless that aircraft is participating in the hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities.
- (c) When a NOTAM has been issued under paragraph (a)(2) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions are met:
 - (1) The aircraft is participating in hazard relief activities and is being operated under the direction of the official in charge of on scene emergency response activities
 - (2) The aircraft is carrying law enforcement officials.
 - (3) The aircraft is operating under the ATC approved IFR flight plan.
 - (4) The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather, or terrain; notification is given to the Flight Service Station (FSS) or ATC facility specified in the NOTAM to receive advisories concerning disaster relief aircraft operations; and the operation does not hamper or endanger relief activities and is not conducted for the purpose of observing the disaster.
 - (5) The aircraft is carrying properly accredited news representatives, and prior to entering the area, a flight plan is filled with the appropriate FAA or ATC facility specified in the Notice to Airmen and the operation is conducted above the altitude used by the

- disaster relief aircraft, unless otherwise authorized by the official in charge of on scene emergency response activities.
- (d) When a NOTAM has been issued under paragraph (a)(3) of this section, no person may operate an aircraft within the designated area unless at least one of the following conditions is met:
- (1) The operation is conducted directly to or from an airport within the area, or is necessitated by the impracticability of VFR flight above or around the area due to weather or terrain, and the operation is not conducted for the purpose of observing the incident or event.
 - (2) The aircraft is operating under an ATC approved IFR flight plan.
 - (3) The aircraft is carrying incident or event personnel, or law enforcement officials.
 - (4) The aircraft is carrying properly accredited news representatives and, prior to entering that area, a flight plan is filed with the appropriate FSS or ATC facility specified in the NOTAM.
- (e) Flight plans filed and notifications made with an FSS or ATC facility under this section shall include the following information:
- (1) Aircraft identification, type and color.
 - (2) Radio communications frequencies to be used.
 - (3) Proposed times of entry of, and exit from, the designated area.
 - (4) Name of new media or organization and purpose of flight.
 - (5) Any other information requested by ATC.

Employee Emergency Infirmary Plan

Overview:

A catastrophic emergency or disaster may strike the City of Beverly Hills during working hours. Employees may not be able to go home and injured employees may not be able to get to a hospital for medical care. The purpose of the Employee Emergency Infirmary Plan is to outline the steps that should be taken to establish an emergency infirmary to provide care for injured employees during a catastrophic event.

Responsible Parties:

In the event of a catastrophic event, floor wardens and building directors will report employee injuries to the EOC. The following parties responsible for implementing the Employee Emergency Infirmary plan: Logistics Section: Personnel Branch: Employee Care; (Admin Services: HR and Risk Management); Finance Section: Compensation and Claims Unit. The Safety Officer is responsible for ensuring the safe work environment for all staff during a disaster.

Location:

An emergency infirmary could be established in various locations in the Beverly Hills Civic Center to care for employees who are working on-site. The possible locations include (in order of preference): first floor lounge (City Hall), racket ball courts, fire station floor. If a field medical triage area is established, employees should report to the triage area for care. Employees working outside the City who are injured during an emergency should seek care at local health care facilities, emergency shelters or from emergency medical services.

Supplies:

Supplies for the emergency infirmary, such as cots, first aid kits, and additional medical supplies, can be found in the City's emergency supply containers. Supply orders should be placed with the EOC Logistics Section.

Staffing:

The City of Beverly Hills has a number of trained individuals who can perform first aid and stabilize injured employees until they can get more advanced care. Members of the City's Employee Emergency Response Team (EERT) will staff the emergency infirmary. In addition, members of the City's Community Emergency Response Team (CERT) and medical professionals in the community can provide care. Every effort will be made to transfer injured employees who require advanced medical care to a local hospital as quickly as possible.

Documentation:

Employees injured while on the job are entitled to file a claim for workers' compensation benefits. An infirmary intake form should include: the employee's name, employee number and nature of the injury. Intake forms for injured employees will be collected and processed by the EOC Finance Section: Compensation and Claims Unit.

MANAGEMENT SECTION

EOC SIGN-IN-SHEET

NAME	POSITION	DEPARTMENT	TIME- IN	TIME- OUT
	Director of Emergency Services			
	Deputy Director of Emergency Services			
	Public Information Officer			
	Liaison Officer			
	Legal Advisor			
	Safety Officer			
	EOC Director			

EPI RELEASE LOG

[illegible]

* **T - Taped or live broadcast**
F - Field contact

P - Phone report
N - News release (indicate no.)

O - Office visit

PIO STATUS LOG

1. INCIDENT NAME		2. TYPE		3. Cause	
4. LOCATION/JURISDICTION		5. INCIDENT COMMANDER		6. START TIME	7. CLOSE TIME
8. AREAS INVOLVED			14. AREAS EVACUATED		
9. AGENCIES RESOURCES COMMITTED			15. SHELTER CENTERS		
10. CASUALTIES A. INCIDENT PERSONNEL B. PUBLIC a. Injuries _____ a. Injuries _____ b. Fatalities _____ b. Fatalities _____			16. HOSPITAL/CONTACT PERSON		
11. DAMAGE ESTIMATES A. PUBLIC B. PRIVATE \$ _____ \$ _____			17. ROAD STATUS		
12. WARNINGS-EXPECTED HAZARDS			18. MISCELLANEOUS		
LOCATION	TYPE	PERIOD			
13. CURRENT WEATHER		FORECAST WEATHER		19. PIO PHONES	
				20. LOCATION	
				21. PREPARED BY	DATE/TIME
				22. APPROVED BY	
				209-LEICS 1/98	

CITY OF BEVERLY HILLS
EOC VISITATION REQUEST FORM
(Return to Deputy Emergency Services Director)

DATE _____

NAME _____
(Please print)

ADDRESS _____

TELEPHONE (Work) _____ (Home) _____

ORGANIZATION REPRESENTED _____

REASON FOR REQUEST _____

I understand that completion of this form does not constitute an agreement, expressed or implied, to permit me to enter the Emergency Operations Center (EOC).

If granted permission to enter the EOC, I agree to remain in the Visitor Control Area while in the EOC unless I am directed elsewhere by EOC staff. Further, I understand that visitation privileges may be terminated at any time and I agree to leave promptly upon notification of the termination of visitation privileges.

Signature

Signature of Authorizing Employee _____

Time In _____ Time Out _____ Areas Visited _____

.

DISASTER NAME _____ **DISASTER #** _____ **Page** _____ **of** _____

Day S M T W Th F S Operational Period # _____ Date _____ From _____ PM to _____ AM		City of Beverly Hills - EOC Section/Branch/Unit Daily Activity Log		From _____ AM to _____ PM
EOC Position:		Name:		
Time of Activity		Decisions, Resource Requests, Messages, Notes		Action Taken/Justification
	AM			
	PM			
	AM			
	PM			
	AM			
	PM			
	AM			
	PM			
	AM			
	PM			
	AM			
	PM			
	AM			
	PM			
	AM			
	PM			

Originator: All Section/Branch/Unit Chiefs.
 Retain copy. Copy to incoming replacement staff
 Routing: Documentation Unit (Planning/Intelligence Sect)

Journal to record verbal conversations, decisions made, assignments, completed tasks, etc. Should reflect activity of all personnel in Section/Branch/Unit. Personal record of time should be recorded by the Section Chiefs on Daily EOC Section Time Log (EOC-003.)

Faith Based Organizations

Beth Jaob	9030 W Olympic Blvd, 90211	310-278-1911
Beverly Hills Presbyterian Church	505 N. Rodeo Dr, 90210	310-271-5194
Good Shephard Catholic Church	504 N Roxbury Dr, 90210	310-285-5425
Nessah Synagogue	142 S. Rexford Dr, 90212	310-273-2400
Temple Emanuel	8844 Burton Way, 90211	310-274-6388
Young Israel of North Beverly Hills	9261 Alden Dr, 90210	310-276-7650
Chabad of Beverly Hills	409 N Foothill Rd, 90210	310-859-3948
First Church of Christ Scientists	141 S. Rexford Dr, 90212	310-288-0141